

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Demand for Resolution of Construction Dispute

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address and seek resolution regarding the ongoing construction dispute related to our project at [Project Address], which commenced on [Start Date].

It has come to my attention that [briefly describe the nature of the dispute, e.g., delays, quality issues, contract violations]. Despite prior discussions and attempts to resolve these issues informally on [mention dates of discussions], we have not reached a satisfactory resolution.

As per our contract dated [Contract Date], the following points outline the obligations and responsibilities that have not been met:

1. [Specify first obligation/issue]
2. [Specify second obligation/issue]
3. [Specify third obligation/issue]

To move forward, I hereby request the following actions be taken by [Deadline Date]:

1. [Specify first action required]
2. [Specify second action required]
3. [Specify third action required]

Should these matters not be resolved by the stated deadline, I may have no choice but to explore legal remedies to protect my interests. I am hopeful that we can come to an amicable resolution without further escalation.

Please acknowledge receipt of this demand letter and provide your response by [Response Deadline Date]. I look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]