

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Builder's Name]
[Builder's Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Dispute Regarding Builder Contract

Dear [Builder's Name],

I hope this letter finds you well.

I am writing to formally address a dispute regarding our contract dated [insert contract date] concerning [briefly describe the project, e.g., "the construction of my new home at [property address]"].

[Clearly state the nature of the dispute, detailing the specific issues such as delays, quality of work, payments, etc. Include dates and evidence where applicable.]

As per our agreement, [reference specific clauses from the contract that support your position]. However, it appears that [explain how the builder has not fulfilled their obligations].

I would appreciate your prompt attention to this matter and propose that we [suggest a resolution, such as a meeting, mediation, or specific actions you want them to take].

Thank you for your cooperation in resolving this issue. I look forward to your response by [provide a specific date].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]