

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Dispute Resolution Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a dispute regarding [briefly describe the issue, e.g., an unsatisfactory product/service, a billing error, etc.], which occurred on [date of incident].

Despite my efforts to resolve this matter informally through [describe previous attempts to resolve the issue, e.g., calls, emails, in-person discussions], I find that we have been unable to reach a satisfactory resolution.

The details of the dispute are as follows:

- **\*\*Description of the Issue\*\***: [Provide a detailed explanation of the issue, including relevant dates, locations, and any other pertinent information.]
- **\*\*Attempts to Resolve\*\***: [Outline the steps you have taken to address this issue previously, including any responses received.]
- **\*\*Desired Resolution\*\***: [Clearly state what you are seeking as a resolution, whether it is a refund, replacement, service completion, etc.]

In accordance with our [mention any relevant policies or agreements, if applicable], I believe it is imperative that we address this matter promptly. I kindly request that you review the provided information and respond with your proposed resolution by [insert a specific deadline, if appropriate].

I am hopeful that we can resolve this dispute amicably and I appreciate your attention to this matter. Please do not hesitate to contact me directly at [your phone number] or [your email address] if you require any further information.

Thank you for your cooperation.

Sincerely,

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