

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

Dear [Recipient's Name],

Subject: Acknowledgment of Dispute Resolution

I am writing to formally acknowledge the receipt of your dispute regarding [brief description of the dispute]. We take your concerns seriously and are committed to resolving this matter promptly and fairly. We will begin our review of the details you provided and will reach out to you for any further information if necessary. Our goal is to address your concerns and resolve this issue by [insert timeframe, if applicable].

Thank you for your patience during this process. Should you have any immediate questions or require further assistance, please do not hesitate to contact me directly at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]