

[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]

Dear [Recipient's Name],

Subject: Dispute Resolution for [Brief Description of Complaint]

I hope this letter finds you well. I am writing to formally address a complaint regarding [specific issue or incident] that occurred on [date of incident].

To provide context, [briefly describe the situation, including any relevant details and your interactions with the company/organization]. Despite my previous attempts to resolve this matter, I have not received a satisfactory response.

I kindly request an opportunity for dispute resolution to arrive at a mutually agreeable solution. [State your desired resolution or outcome]. Please let me know how you would like to proceed. I hope we can resolve this matter efficiently and amicably.

Thank you for your attention to this important issue.

Sincerely,

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