

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

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

Dear [Recipient's Name],

Subject: Dispute Resolution Request

I hope this message finds you well.

I am writing to formally address a dispute that has arisen between [Your Company] and [Recipient's Company] regarding [briefly describe the nature of the dispute].

[Provide a detailed description of the issue, including dates, relevant facts, and any attempts made to resolve the matter.]

In light of this situation, we believe it is crucial to explore resolution options. We propose [outline your proposed solution, including any alternative ways to address the issue].

We are committed to finding an amicable resolution and would appreciate your prompt attention to this matter. Please let us know your availability for a meeting or discussion by [provide a specific date or time frame].

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]
[Your Company Contact Information]