

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Dispute Resolution Process

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally initiate the dispute resolution process regarding [briefly describe the issue, e.g., "the recent billing discrepancy on my account"].

Details of the Dispute:

- Issue Description: [Provide a clear and concise description of the issue]
- Account/Reference Number: [Include relevant account or reference number]
- Date of Incident: [Date when the issue occurred]

I have attempted to resolve this matter through [mention any prior communication or attempts for resolution], but unfortunately, the issue remains unresolved.

To expedite the resolution process, I kindly request the following:

1. [State your first request clearly]
2. [State your second request, if applicable]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to reach me at [your phone number] or [your email address] if you need further information.

Thank you for your understanding and cooperation.

Sincerely,

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