

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

[Recipient Name]
[Recipient Title]

Johnson & Johnson
[Company Address]
[City, State, Zip Code]

Subject: Dispute Resolution Request

Dear [Recipient Name],

I am writing to formally address a dispute related to [briefly describe the issue].

Details of the Dispute:

- **Reference Number:** [Insert reference number]
- **Date of Incident:** [Insert date]
- **Specific Issue:** [Provide a detailed explanation of the dispute and any relevant facts or supporting information]

Resolution Sought:

I respectfully request the following actions to resolve the matter:

1. [Specify desired resolution #1]
2. [Specify desired resolution #2, if applicable]

Attached are copies of all relevant documents related to this dispute, including [list any supporting documents].

I appreciate your attention to this matter and look forward to a prompt resolution. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Sincerely,

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