

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

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]
Subject: Dispute Resolution Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a dispute regarding [briefly describe the issue, e.g., a billing error, service issue, etc.] that occurred on [date of occurrence].

Despite my previous attempts to resolve this matter, I have not yet received a satisfactory response. [Provide a brief description of your attempts to resolve the issue, including dates and any relevant details.]

To ensure a fair resolution, I would like to propose the following steps:

1. [Proposed solution 1]
2. [Proposed solution 2]
3. [Additional solutions if necessary]

I believe that addressing this issue promptly will benefit both parties involved. Please respond to this request by [specific date, e.g., two weeks from the date of this letter] so we can work together towards a resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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