

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

[Recipient Name]  
[Recipient Title]  
[Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for Dispute Resolution

Dear [Recipient Name],

I am writing to formally request dispute resolution regarding [briefly describe the nature of the dispute, e.g., "a labor-related issue that has arisen between my employer and me"].

The details of the dispute are as follows:

1. **\*\*Parties Involved\*\***: [Your name and position, along with the employer's name and position]
2. **\*\*Timeline of Events\*\***: [Provide a chronological summary of relevant events leading to the dispute]
3. **\*\*Specific Issues\*\***: [List the specific issues leading to the dispute]
4. **\*\*Previous Communications\*\***: [Summarize any previous attempts to resolve the issue informally or through other channels]

I believe that this dispute can be resolved amicably, and I am open to discussing potential solutions. I kindly request a meeting or hearing with the relevant parties to facilitate this resolution process.

Please find attached any supporting documents that may assist in the resolution of this matter.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Attachments: List any attached documents]