

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

[Recipient's Name]
[Department of Labor]
[Office Address]
[City, State, Zip Code]

Subject: Contractual Dispute Resolution Request

Dear [Recipient's Name],

I am writing to formally request assistance from the Department of Labor regarding a contractual dispute I am currently facing with [Name of the Other Party/Employer].

****Details of the Dispute:****

- ****Contract Title/Reference:**** [Title or reference number of the contract]
- ****Parties Involved:**** [Your Name and the Other Party's Name]
- ****Date of Dispute:**** [Date or period during which the dispute arose]
- ****Nature of the Dispute:**** [Briefly describe the nature of the dispute, including specific issues or breaches of the contract]

****Supporting Evidence:****

Attached are copies of relevant documents, including the original contract, correspondence between parties, and any relevant evidence that supports my position.

****Desired Outcome:****

I am seeking [specify the resolution you are seeking, such as payment, compliance with contract terms, etc.].

I would appreciate your guidance on how to proceed with this matter.

Please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]