

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

[Recipient's Name]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding Business Dispute

I am writing to formally express my concerns regarding an unresolved dispute that has arisen between [Your Business Name] and [Recipient's Business Name] pertaining to [briefly describe the nature of the dispute, e.g., contract issues, product/service discrepancies].

On [date], [briefly outline the events leading to the dispute, including relevant dates, actions taken, and any agreements that were made].

Despite my efforts to resolve this issue through [explain any previous attempts to resolve the matter, such as meetings, calls, or written correspondence], I have found no satisfactory resolution.

The failure to address this matter has led to [explain the impact of the dispute on your business, such as financial loss, damaged reputation, etc.]. I believe it is imperative that we find a way to resolve this situation promptly to avoid further escalation.

I would like to request a meeting or a prompt response to discuss how we can amicably resolve this issue. Please contact me at your earliest convenience to schedule a discussion.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Business Name]