

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the ongoing dispute resolution process regarding [brief description of the dispute, e.g., "the contract disagreement"]. As we discussed on [date of last communication], it is important for us to ensure that we are making progress toward a resolution.

Could you please provide an update on the current status? Specifically, I would appreciate any information regarding the steps taken since our last conversation and any anticipated timelines for next actions.

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

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