

Formal Dispute Resolution Request

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

[Date]

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

Dear [Recipient Name],

I am writing to formally request a dispute resolution concerning [brief description of the issue]. This issue arose on [date of incident] and has not been satisfactorily resolved despite my previous attempts to address it.

Details of the dispute:

- **Description:** [Detailed description of the dispute]
- **Relevant Documentation:** [List any attached documents, if applicable]
- **Previous Communications:** [Brief summary of previous attempts to resolve the issue]

I believe that a fair resolution can be achieved through your formal dispute resolution process. I am open to discussing this matter at your earliest convenience.

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

Sincerely,

[Your Name]