

Formal Request for Legal Dispute Resolution

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a dispute resolution regarding [brief description of the issue]. Despite previous attempts to resolve this matter amicably, we have been unable to reach a satisfactory agreement.

In accordance with the terms outlined in our contract dated [contract date], I would like to initiate the dispute resolution process. I believe that engaging in mediation or arbitration may help us resolve this issue in a timely and cost-effective manner.

Please confirm your availability for a preliminary meeting to discuss this matter further. I look forward to your prompt response to this request.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title, if applicable]