Client Dispute Settlement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are writing to address the concerns you raised regarding [specific issue or service]. We value your feedback and aim to resolve this matter promptly.

After reviewing your case, we acknowledge the following points:

- [Point 1]
- [Point 2]
- [Point 3]

To resolve this issue, we propose the following actions:

1. [Action 1]
2. [Action 2]
3. [Action 3]

We hope that these measures will meet your expectations and restore your confidence in our services. Please confirm your acceptance of this proposal by [insert date].

If you would like to discuss this matter further, feel free to contact us at [insert contact information]. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]