

Dispute Resolution Letter

From: [Your Name]

Email: [Your Email]

Date: [Date]

To: [Client's Name]

Company: [Client's Company]

Email: [Client's Email]

Subject: Dispute Regarding Deliverable - [Project Name]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally address the ongoing dispute regarding the deliverable for [Project Name] due on [Due Date]. It has come to my attention that there are several discrepancies between the agreed-upon specifications and the feedback received.

Specifically, the areas of concern include:

- [Detail 1]
- [Detail 2]
- [Detail 3]

In order to resolve this matter amicably, I propose the following steps:

1. [Proposed Step 1]
2. [Proposed Step 2]
3. [Proposed Step 3]

Please let me know your thoughts on this matter by [Response Deadline]. I am looking forward to your prompt reply so we can ensure the continued success of our collaboration.

Thank you for your attention to this issue.

Best regards,

[Your Name]

[Your Phone Number]

[Your Website or Portfolio]