

Dispute Resolution Letter

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Dispute Resolution Regarding Project Scope

Dear [Client's Name],

I hope this message finds you well. I am writing to address a concern related to the scope of the project titled "[Project Name]" which we are currently working on together.

It has come to my attention that there are discrepancies between the original project brief and the expectations expressed in your recent communications. Specifically, the areas of concern include:

- [List specific issues or discrepancies]
- [Another issue]
- [Additional issue if necessary]

In order to resolve this matter amicably, I propose that we schedule a meeting on [suggested date and time] to discuss these discrepancies in detail. I believe that open communication will help us align our expectations and move forward effectively.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Freelance Business Name]