

# Construction Agreement Dispute Clarification

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to address the ongoing dispute regarding the construction agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient's Company Name]. It has come to my attention that there are several points of contention that require clarification.

Firstly, [describe the first issue briefly]. According to section [insert section number] of our agreement, [explain the relevant clause].

Secondly, [describe the second issue briefly]. This appears to contradict [reference related document or clause].

To resolve these issues amicably, I propose we schedule a meeting at your earliest convenience to discuss the matters in detail. I believe that through open communication, we can reach a mutually beneficial agreement.

Thank you for your attention to these matters. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]