

Dispute Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Notice of Dispute Regarding Construction Contract

Dear [Recipient's Name],

I am writing to formally notify you of a dispute arising from our construction contract dated [Insert Contract Date] for [Project Name/Description]. Despite our efforts to resolve these issues amicably, I believe that we have reached an impasse.

The specific concerns that have led to this dispute are as follows:

- [Concern 1]
- [Concern 2]
- [Concern 3]

In accordance with the dispute resolution procedures outlined in Section [Insert Section Number] of our contract, I propose that we engage in the following steps:

1. **Direct Negotiation:** I suggest we schedule a meeting within the next [Insert Time Frame] to discuss the issues.
2. **Mediation:** If direct negotiation fails, I propose we proceed to mediation with a mutually agreed-upon mediator.

3. Arbitration: As a last resort, we can consider arbitration as stipulated in our agreement.

I believe it is in our best interest to resolve these matters promptly and amicably. Please contact me by [Insert Response Date] to confirm your availability for a meeting or to discuss the next steps.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]