

Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally dispute the services that were not executed as per our agreement dated [Insert Date]. According to our contract, [describe the services expected], which have not been completed.

Despite my previous communications regarding the status of these services, I have not received a satisfactory response nor seen any progress. As a valued client, I expect timely execution of services.

Please provide me with a prompt response to this letter, detailing the actions you will take to resolve this situation by [insert a deadline, typically 14 days from the date of the letter]. If this matter is not settled, I may have to consider alternative actions to protect my interests.

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

Sincerely,
[Your Name]