

Supplier Dispute Resolution Inquiry

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We are writing to formally address a dispute that has arisen regarding [specific issue or order number] dated [insert date]. Despite our previous communications, we have not yet reached a resolution.

The details of the dispute are as follows:

- **Issue:** [Describe the issue succinctly]
- **Date of Occurrence:** [Insert Date]
- **Order Number:** [Insert Order Number]
- **Previous Correspondence:** [Mention any prior discussions or emails related to the issue]

We value our relationship with [Supplier Name] and believe that open communication is the key to resolving this issue amicably. We kindly request your support in investigating this matter, and we would appreciate your response by [insert response deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]