

Vendor Contract Dispute Resolution

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Vendor's Name]
[Vendor's Title]
[Vendor's Company]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Resolution of Contract Dispute

We are writing to formally address a dispute that has arisen regarding our contract dated [Insert Contract Date], concerning [Brief Description of Contract].

The nature of the dispute involves [Describe the Specific Issues or Breaches]. We believe this issue can be resolved amicably and would like to propose the following steps for resolution:

1. Initial Discussion: Schedule a meeting on [Proposed Date] to discuss the dispute in detail.
2. Negotiation: Engage in a negotiation process to attempt to reach an agreeable resolution.
3. Mediation: If necessary, engage a third-party mediator to assist in resolving the dispute.

We appreciate your cooperation and look forward to resolving this matter swiftly and amicably. Please confirm your availability for the initial discussion by [Response Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]