

# Vendor Dispute Resolution Process

**Date:** [Insert Date]

**To:** [Vendor's Name]

**From:** [Your Company Name]

**Subject:** Dispute Resolution Process

Dear [Vendor's Name],

We are writing to formally address a dispute that has arisen regarding [briefly describe the nature of the dispute]. We value our relationship with your organization and are committed to resolving this matter amicably.

## Dispute Details

**Dispute Reference Number:** [Insert Reference Number]

**Date of Dispute:** [Insert Dispute Date]

**Description:** [Provide a detailed description of the dispute]

## Resolution Steps

1. **Initial Review:** We request that you review the details of the dispute as outlined above.
2. **Response Timeline:** Please provide your response by [insert response deadline].
3. **Meeting Request:** If necessary, we can arrange a meeting to discuss the matter further. Please suggest a suitable date and time.

We believe that open communication is essential in resolving disputes. Please feel free to reach out to us at [Your Contact Information] should you have any questions or need further clarification.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]