

# Vendor Dispute Resolution Letter

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to address a recent communication breakdown between our teams regarding [briefly describe the issue].

It has come to our attention that [describe the conflict or misunderstanding]. This situation has [explain the impact of the dispute]. As it is our priority to maintain a strong working relationship, I believe it is essential for us to resolve this issue promptly.

To facilitate this, I propose we schedule a meeting to discuss the matter in detail. Please let me know your availability for the week of [insert dates]. I am confident that we can reach an amicable resolution.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]