

Vendor Dispute Resolution

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

Subject: Dispute Resolution for Contract Violations

I hope this message finds you well. I am writing to address some concerns regarding our recent dealings as outlined in the contract dated [Insert Contract Date]. It has come to our attention that there have been several violations that have affected our mutual agreement.

Specifically, we have noticed the following issues:

- [Detail of Violation 1]
- [Detail of Violation 2]
- [Detail of Violation 3]

In accordance with the dispute resolution clause outlined in our contract, we would like to propose a meeting to discuss these concerns further. Please let us know your availability for the week of [Insert Date]. We believe it is in both parties' interest to resolve this matter amicably and expeditiously.

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]