

# Vendor Dispute Resolution Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Vendor Name]  
[Vendor Address]  
[City, State, Zip Code]

## **Subject: Dispute Resolution Regarding Non-Compliance**

Dear [Vendor Contact Name],

I am writing to formally address a concern regarding non-compliance with the terms outlined in our contract dated [Insert Contract Date]. We have observed the following issues:

- [Describe the specific non-compliance issue #1]
- [Describe the specific non-compliance issue #2]
- [Describe any additional non-compliance issues if applicable]

As we value our partnership, we wish to resolve this matter amicably. We request a response by [Insert Response Deadline] in order to discuss potential remedies and steps moving forward.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. We look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]