

# Vendor Dispute Resolution Letter

**Date:** [Insert Date]

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

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

**Address:** [Vendor's Address]

Dear [Vendor's Name],

We are writing to formally address a dispute regarding the recent product recall situation involving [Product Name/Description]. After a thorough investigation, we have identified several issues that have raised concerns about the product's safety and compliance with our quality standards.

Details of the Dispute:

- Issue 1: [Describe the specific issue]
- Issue 2: [Describe another issue]
- Issue 3: [Describe any additional issues]

As per our agreement and industry regulations, we request that you take the following actions:

1. Conduct a detailed investigation into the issues raised.
2. Provide us with a formal response by [Insert Deadline].
3. Outline your proposed resolution plan for the recalled products.

We value our partnership and believe that resolving this dispute amicably is in the best interest of both parties. Please feel free to reach out to us directly if you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]