

Vendor Dispute Resolution Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Dispute Resolution for Service Level Agreement

I hope this letter finds you well. I am writing to formally address an issue we have encountered regarding the services provided under our Service Level Agreement (SLA) dated [Insert SLA Date].

We have noted the following discrepancies that do not align with the agreed-upon service levels:

- [Detail specific issue 1]
- [Detail specific issue 2]
- [Detail specific issue 3]

As per section [Insert Section Number] of our SLA, it is critical that these matters be resolved promptly to maintain the integrity of our partnership. We request a meeting to discuss these issues further and reach a resolution. Please let us know your availability for a call or meeting in the coming week.

Thank you for your attention to this matter. We look forward to your prompt response and collaboration towards a satisfactory resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]