

Dispute Resolution Letter

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

[Utility Company Name] [Utility Company Address] [City, State, Zip Code]

Subject: Dispute Resolution - Utilities Services Contract

Dear [Utility Company Contact/Customer Service Manager],

I am writing to formally address an ongoing issue regarding my utility services under contract number [Contract Number]. Despite previous communications and attempts to resolve this matter, I have not received a satisfactory response.

The nature of the dispute involves [briefly outline the issue, e.g., inaccurate billing, service interruption, etc.]. This issue has been causing [explain the impact, e.g., inconvenience, financial strain, etc.]. I believe this matter requires immediate attention to avoid further escalation.

According to Section [X] of our contract, disputes should be resolved through [mention the specified dispute resolution method, e.g., mediation, arbitration, etc.]. I am requesting that we initiate this process at your earliest convenience.

Please find attached all relevant documentation supporting my dispute, including [list any attached documents, e.g., bills, correspondence, etc.].

I look forward to your prompt response and hope we can resolve this matter amicably.

Thank you for your attention to this issue.

Sincerely,

[Your Name]