

# Formal Dispute Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a resolution to the dispute regarding [briefly describe the issue, e.g., "the billing discrepancy on my account" or "the contract terms associated with our agreement"]. The details of the dispute are as follows:

- **Issue:** [Describe the issue]
- **Date of occurrence:** [Insert date]
- **Reference number:** [Insert reference number, if applicable]

Despite my previous communications regarding this matter on [list date(s) of prior communication], I have not received a satisfactory resolution. As a result, I am seeking your assistance to resolve this issue amicably.

Attached are copies of relevant documents supporting my position, including [list any attached documents, if applicable]. I believe this evidence will support my claims and assist in reaching an agreeable resolution.

I kindly request a response to this letter by [insert response deadline], so that we may proceed with resolving this matter in a timely manner.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]