

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the business transaction that occurred on [Date of Transaction] between my company, [Your Company Name], and [Recipient's Company Name]. The nature of this dispute arises from [briefly describe the issue, e.g., incorrect billing, unsatisfactory service, etc.].

Despite my attempts to resolve this matter through [describe any previous attempts to resolve the issue, e.g., phone calls, emails], I have not received a satisfactory resolution. This has caused [explain any impact that the issue has had on your business].

I would appreciate it if you could look into this matter urgently. I am keen to resolve this dispute amicably and would be grateful for your prompt response. Please contact me at your earliest convenience to discuss this further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]