

Acknowledgment of Vendor Dispute Resolution

Date: [Insert Date]

To: [Vendor Name]

Dear [Vendor Name],

We are writing to formally acknowledge the resolution of the dispute related to [brief description of the dispute] that was brought to our attention on [date of initial dispute].

We appreciate your cooperation and efforts in resolving this matter to our mutual satisfaction. As per our discussion on [date of resolution discussion], we have agreed upon the following terms:

- [Term 1]
- [Term 2]
- [Term 3]

We believe that this resolution strengthens our business relationship and look forward to continuing to work together in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]