

Vendor Dispute Resolution

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor Name]

[Vendor Contact Person]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Person],

I am writing to formally address a dispute that has arisen between our companies regarding [specific issue]. Despite our previous communications, we have not reached a satisfactory resolution.

[Briefly describe the issue, including relevant dates, amounts, and prior communications.]

We kindly request that you review this matter and respond by [insert response deadline]. We believe that a mutually beneficial resolution is possible and appreciate your cooperation in resolving this issue swiftly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]