

Vendor Dispute Resolution Letter

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

[Vendor's Name]
[Vendor's Position]
[Vendor's Company]
[Vendor's Company Address]
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally initiate a dispute resolution process concerning [briefly describe the issue, e.g., an invoice discrepancy, service quality issue, etc.].

Details of the dispute include:

- **Invoice Number:** [Invoice Number]
- **Issue Description:** [Describe the issue]
- **Original Agreement:** [Reference the relevant agreement or contract]

We believe that addressing this matter promptly will benefit both parties. To facilitate a resolution, we propose [suggest a resolution or a meeting to discuss the matter].

Please let us know your availability for a discussion by [insert a specific date]. We look forward to resolving this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]