

Vendor Dispute Escalation Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Escalation of Dispute - [Dispute Reference Number]

I hope this message finds you well. I am writing to formally escalate an ongoing dispute regarding [brief description of the dispute, e.g., invoice discrepancies, quality issues, etc.]. Despite our previous communications on [insert dates], the issue remains unresolved.

To summarize, the specifics of the dispute are as follows:

- **Dispute Description:** [Provide detailed description]
- **Date of Incident:** [Insert date]
- **Previous Communications:** [List dates and summaries of prior discussions]

We value our partnership and are committed to finding a resolution. However, if we are unable to resolve this matter expediently, we may need to consider further steps, including [mention any potential actions, such as legal remedies, contract reassessments, etc.].

Please respond by [insert a response deadline] so that we may address this issue promptly.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]