

Vendor Dispute Resolution Request

Date: [Insert Date]

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

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to formally request a dispute resolution regarding [specific issue or concern] that has arisen between our companies. This matter pertains to [provide brief description of the dispute].

To facilitate a resolution, I have outlined the key points of our concern below:

- [Point 1]
- [Point 2]
- [Point 3]

We believe that resolving this issue amicably will benefit both parties and maintain our strong business relationship. We kindly ask for your prompt attention to this matter and a response by [insert deadline].

Thank you for your cooperation. I look forward to your timely response.

Sincerely,

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