

Vendor Dispute Escalation Letter

Date: [Insert Date]

To:

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] regarding an ongoing dispute pertaining to [briefly describe the issue, e.g., incorrect billing, service discrepancies, etc.]. Despite previous communications, we have yet to reach a satisfactory resolution.

To recap, the key details of the dispute are as follows:

- Issue Description: [Describe the issue in detail]
- Initial Communication Date: [Insert date]
- Reference Number: [Insert reference number if applicable]

We believe that the next step in resolving this matter involves a formal escalation. Therefore, we kindly request a meeting to discuss this issue further. Please let us know your availability for the following dates:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

We appreciate your attention to this matter and look forward to your prompt response so we can work together towards a resolution.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]