

Dispute Explanation Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address the ongoing dispute concerning the subcontractor agreement dated [Insert Agreement Date] between [Your Company] and [Subcontractor Company]. As you are aware, several issues have arisen that have created a significant challenge in fulfilling our contractual obligations.

Firstly, [Describe Issue 1 - e.g., delays in project timelines, quality concerns, etc.]. This has resulted in [Explain Impact - e.g., financial losses, project extensions, etc.].

Secondly, [Describe Issue 2 - e.g., failure to adhere to specifications, substandard materials, etc.]. This has caused [Explain Impact - e.g., safety concerns, additional costs, etc.].

We believe that it is crucial for both parties to engage in a constructive dialogue to resolve these issues amicably. Therefore, I propose that we meet on [Suggest Meeting Date] to discuss this matter further.

Thank you for your attention to this pressing issue. I look forward to your prompt response.

Sincerely,

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