

Dispute Notification Letter

Date: [Insert Date]

To,

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

Dear [Subcontractor Name],

Subject: Notification of Dispute

We are writing to formally notify you of a dispute regarding [briefly describe the issue, e.g., performance, payment, etc.] as per our subcontract agreement dated [insert date of subcontract].

Details of the Dispute:

- Issue: [Describe the issue]
- References: [Any relevant contract clauses, documents, etc.]
- Date of occurrence: [Specify the date]

We expect to resolve this matter amicably and suggest scheduling a meeting to discuss this issue in detail. Please provide us with your availability for a discussion on or before [insert deadline date].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]