

Letter of Dispute Resolution

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

Subject: Delivery Dispute Resolution

I hope this message finds you well. I am writing to formally address the recent delivery issues experienced on [Project Name]. It has come to my attention that the materials/services promised as per our contract dated [Contract Date] have not been delivered in accordance with the agreed schedule.

Specifically, the delivery that was due on [Due Date] has not been received, and this delay has caused significant disruption to our project timeline and increased costs. According to the terms outlined in our agreement, timely delivery is critical to the successful execution of our project plans.

To resolve this dispute, I would like to propose a meeting on [Proposed Date] to discuss the following:

- Clarification of the reasons for the delay
- Review of the contractual obligations regarding delivery
- Developing a plan to mitigate the impact of the delay
- Possible compensation or adjustments to our agreement

Please confirm your availability for the proposed meeting or suggest an alternative date if necessary. We value our relationship and hope to find an amicable solution to this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]