

# Dispute Resolution Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

## **Subject: Dispute Resolution Request Regarding Subcontractor Issue**

Dear [Recipient Name],

I am writing to formally address a dispute that has arisen between our companies concerning [briefly describe the issue, e.g., "the delay in project delivery" or "non-compliance with contractual obligations"].

According to the terms outlined in our subcontract agreement dated [insert date], we were expecting [details about expectations]. However, we have encountered [explain the issue in brief].

In accordance with Clause [insert relevant clause] of our subcontract, I am requesting a dispute resolution meeting at your earliest convenience to discuss this matter. We believe that open communication will lead to a mutually beneficial resolution.

Please let me know your available times for a meeting. We hope to resolve this issue promptly and amicably.

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

Sincerely,

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