

# Letter of Dispute Resolution

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

## **Subject: Payment Dispute Resolution**

Dear [Subcontractor Name],

I hope this letter finds you well. I am writing to formally address a dispute regarding the payment for the services rendered under our contract dated [Contract Date]. According to the terms outlined in Section [X] of our agreement, payments are to be made on a [monthly/bi-weekly] basis upon receipt of an invoice. As of today's date, it has come to our attention that payment for the period of [specific period] remains outstanding.

We acknowledge the importance of timely payments and are committed to resolving this issue amicably. Please provide the required documentation and any outstanding deliverables so we may proceed with the payment process. Furthermore, we would appreciate your prompt response to discuss this matter, as per our dispute resolution procedure outlined in Section [Y] of the contract.

Thank you for your attention to this matter. We look forward to your swift response to ensure compliance with the contract terms and to maintain our collaborative working relationship.

Sincerely,

[Your Name]

[Your Position]

[Company Name]