

Letter of Dispute Resolution

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

From: [Your Company Name]

Address: [Your Company Address]

Subject: Payment Dispute Resolution for Incomplete Work

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to formally address our payment dispute regarding the project [Project Name/Description] dated [Contract Date]. As per the terms of our agreement, we have conducted a review of the work completed to date, and it has come to our attention that certain aspects of the project remain incomplete.

Specifically, the following items were flagged as incomplete:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

As a result of these incomplete items, we are unable to process the payment that was due on [Due Date]. We request that you complete the outstanding work by [Proposed Completion Date]. Upon completion, we will promptly process the payment in accordance with our agreement.

Please confirm your acknowledgment of this letter and provide a timeline for when you expect to complete the outstanding work. We hope to resolve this matter amicably and maintain our professional relationship going forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]