

# Letter of Dispute Resolution

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

Subject: Payment Dispute Resolution for Late Submissions

We are reaching out to formally address the ongoing payment dispute regarding the delays in the submission of invoices and related documentation for the work completed under Contract No. [Insert Contract Number].

As per our agreement, timely submission of invoices is critical for the prompt processing of payments. Unfortunately, we have noted that the invoices submitted for the month of [Insert Month/Year] were received on [Insert Late Submission Date], which is [Insert Number] days beyond the stipulated deadline.

Due to this delay, we are unable to process your payment as scheduled, and this has caused significant disruptions in cash flow for [Your Company Name]. We value our relationship and wish to resolve this matter amicably.

We propose the following steps to address this dispute:

1. Re-evaluation of the payment terms in light of late submissions.
2. A meeting on [Insert Proposed Meeting Date] to discuss this matter further.
3. Establishment of clearer deadlines and processes for future submissions to prevent recurrence.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]