

Your Name
Your Company Name
Address Line 1
Address Line 2
City, State, ZIP Code
Email Address
Phone Number

Date: [Insert Date]

Recipient Name
Recipient Company Name
Address Line 1
Address Line 2
City, State, ZIP Code

Subject: Dispute Regarding Scope of Work

Dear [Recipient Name],

I am writing to formally address a dispute concerning the scope of work outlined in our subcontractor agreement dated [Insert Date]. Specifically, the issues arise from [Briefly describe the disputed aspects of the scope of work].

According to our agreement, [Reference specific clauses or definitions from the contract], but it appears there are discrepancies regarding [Elaborate on the discrepancies].

We believe that a resolution can be achieved through [Propose potential solutions or requests for clarification]. I would appreciate your attention to this matter and look forward to your response by [Insert a response deadline].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]