

Dispute Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

Agency: [Agency Name]

Address: [Agency Address]

City, State, Zip: [Agency City, State, Zip]

Dear [Recipient's Name],

I am writing to formally address a dispute regarding [briefly describe the issue]. It has come to my attention that [explain the specific details of the issue, including dates, events, and any relevant documentation].

I believe this issue requires resolution for the following reasons: [list reasons]. I am hopeful that we can address this matter constructively and find a mutually acceptable solution.

To facilitate this process, I propose the following steps:

- [Proposed Step 1]
- [Proposed Step 2]
- [Proposed Step 3]

I look forward to your prompt response to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]