

# Transportation Service Dispute Resolution Notice

Date: [Insert Date]

Sender: [Your Name]

Address: [Your Address]

City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Recipient:

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Transportation Service Dispute Resolution**

Dear [Recipient's Name],

I am writing to formally address a dispute regarding the transportation services provided on [Insert Date of Service].

Details of the Service:

- Reservation Number: [Insert Reservation Number]
- Date of Service: [Insert Date]
- Route: [Insert Route]
- Issues Experienced: [Briefly describe issues]

In light of the above, I kindly request that we resolve this matter promptly. I propose the following steps to address the concerns:

1. [Propose Step 1]
2. [Propose Step 2]

I would appreciate a response by [Insert Response Deadline Date]. Thank you for your attention to this matter.

Sincerely,

[Your Name]