

# Letter of Demand for Dispute Reconsideration

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a reconsideration of the dispute regarding [briefly describe the nature of the dispute, e.g., "the recent billing issue on invoice #12345"]. I believe that a reassessment of the situation is warranted based on the following points:

- [Point 1: Describe your first point here]
- [Point 2: Describe your second point here]
- [Point 3: Describe your third point here]

In light of this information, I kindly urge you to review the case and consider my request for [specific resolution sought, e.g., "a correction of the billing amount"]. I believe this resolution is fair and just based on the circumstances.

Please respond to this letter by [specific date, e.g., "within 15 business days"] to confirm receipt and to inform me of your decision regarding my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]