

# Dispute Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a resolution regarding a dispute that has arisen between us. The details of the dispute are as follows:

[Briefly describe the nature of the dispute, including relevant dates, transactions, and parties involved.]

As per our previous communications and the terms outlined in [refer to any relevant contracts, policies, or agreements], I believe that we can reach an amicable resolution.

I kindly request that we arrange a meeting to discuss this matter further. I am hopeful that we can come to a satisfactory conclusion.

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

Sincerely,

[Your Full Name]