

# Letter of Dispute Resolution

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

Date: [Date]

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

## Subject: Dispute Resolution for Purchase Agreement

Dear [Recipient's Name],

I am writing to formally address a dispute that has arisen concerning the purchase agreement dated [Date of Agreement], between [Your Name/Company Name] and [Recipient's Name/Company Name]. The primary issue at hand involves [briefly describe the dispute issue].

According to the terms outlined in our purchase agreement, Section [X] states [quote relevant section]. As per our interpretation, this clause clearly indicates [your interpretation]. However, your recent communication dated [Date of Communication] seems to suggest otherwise. I believe it is crucial that we resolve this disagreement amicably.

In reference to the dispute resolution process outlined in the agreement, I propose we follow the steps of [mention steps like negotiation or mediation]. I am confident that a resolution can be achieved through open dialogue, and I am more than willing to work together to reach a mutually acceptable solution.

Please feel free to contact me at your earliest convenience so we can discuss this matter further. I appreciate your attention to this issue, and I look forward to your prompt response.

Thank you for your understanding.

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