

Letter of Dispute Settlement Procedures

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally initiate the dispute settlement procedures regarding [brief description of the issue, e.g., "the recent transaction dated [date] involving [item/service]"].

As per our agreement/contract dated [contract date], I believe that the following issues need to be addressed:

- [Issue 1]
- [Issue 2]
- [Issue 3]

According to the dispute resolution clause in our agreement, I request that we engage in the following steps:

1. [Step 1: e.g., "An informal discussion to resolve the issue."]
2. [Step 2: e.g., "If unresolved, mediation will be sought."]
3. [Step 3: e.g., "Should mediation fail, we may proceed to arbitration."]

Please respond to this letter within [time frame, e.g., "14 days"] to confirm your receipt and to outline your availability for the initial discussion.

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

Sincerely,

[Your Name]