

Letter of Dispute

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

[Date]

[Seller's Name]
[Seller's Address]
[City, State, Zip Code]

Dear [Seller's Name],

I am writing to formally address a dispute regarding the transaction that occurred on [Transaction Date] involving [Product/Service Description], with the order number [Order Number].

Despite my expectations based on our agreement, I have encountered the following issues:

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

As per our agreement, I had anticipated [Expected Outcome/Condition]. However, the discrepancies have led to significant inconvenience.

I kindly request your prompt attention to these matters and suggest the following resolutions:

1. [Resolution Suggestion 1]
2. [Resolution Suggestion 2]

Please respond to this letter by [Response Deadline] so that we may resolve this issue amicably.

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

Sincerely,

[Your Name]