

Lease Dispute Resolution Request

Date: [Insert Date]

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

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

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a resolution regarding a lease dispute that has arisen between us related to [briefly describe the issue, e.g., "the maintenance of the property," "the late fees charged," etc.].

The details of the dispute are as follows:

- **Issue:** [Describe the issue]
- **Date of Occurrence:** [Insert date]
- **Previous Communications:** [Briefly outline any previous attempts to resolve this]

I kindly request a meeting at your earliest convenience to discuss how we can resolve this matter amicably. I believe that open communication can lead to a satisfactory outcome for both parties.

Please let me know your available dates and times for this discussion. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]