

Request for Dispute Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request dispute resolution regarding a breach of contract associated with [specific contract or agreement title] dated [date of contract]. I believe that the terms of the contract have not been fulfilled in the manner stipulated, particularly regarding [specific details of the breach].

As stipulated in the contract, I am seeking a resolution through [mediation/arbitration or other specified method]. I request that we arrange a meeting to discuss this matter further at your earliest convenience.

Thank you for your attention to this matter. I look forward to your timely response so we can resolve this issue amicably.

Sincerely,

[Your Name]