

# Dispute Resolution Escalation Letter

Date: \_\_\_\_\_

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally escalate the dispute regarding [brief description of the issue] that we have been attempting to resolve since [date of initial communication].

Despite our previous discussions and efforts, the matter remains unresolved, and I believe it is necessary to bring this to your attention for further action. The details of the dispute are as follows:

- Issue: [Description of the issue]
- Previous communications: [Dates and summaries of previous discussions]
- Proposed resolution: [Your proposal for resolution]

I would appreciate your prompt attention to this matter and look forward to your response by [specific date]. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]