

Dispute Resolution Follow-up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the dispute over [brief description of the dispute]. As we had agreed in our last meeting on [date of last meeting], I wanted to touch base and see if there has been any progress toward a resolution.

It is important for me to resolve this matter promptly, and I appreciate your cooperation in this process. If there are any updates or necessary actions on my part, please let me know.

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

Sincerely,

[Your Name]