

Formal Dispute Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a resolution to the dispute concerning [briefly describe the issue]. This matter has arisen due to [provide a brief explanation of the events leading to the dispute].

Despite my efforts to resolve this informally, I believe that a formal dispute resolution process is necessary. I request that we arrange a meeting or mediation session at your earliest convenience to discuss this matter further.

Attached are copies of [list any documents or evidence you are including], which I believe will assist in clarifying the situation.

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

Sincerely,

[Your Name]