

# Retail Dispute Resolution Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Retailer's Name]

[Retailer's Address]

[City, State, Zip Code]

Dear [Retailer's Customer Service Manager],

I am writing to inquire about the dispute resolution process for my recent experience with your retail store. My order number is [Insert Order Number], and the details of the issue are as follows:

[Briefly describe the nature of the dispute here.]

I would like to inquire about the steps I need to take to resolve this issue as quickly as possible. Please let me know the information or documentation required from my side and the timeline for resolution.

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

Sincerely,

[Your Name]