

# Equipment Return Dispute Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to address the dispute concerning the equipment return that took place on [Insert Return Date]. The equipment in question is [Insert Equipment Name/ID].

Our records indicate that the equipment was returned in [Condition of Equipment] condition. However, I have received communication stating that there are discrepancies regarding its state, specifically [Detail the Discrepancy].

To resolve this issue amicably, I propose the following steps:

- [Proposed Step 1]
- [Proposed Step 2]
- [Proposed Step 3]

I believe that through open communication and cooperation, we can reach a satisfactory resolution. Please let me know a suitable time for us to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]