

Dispute Resolution Letter

Date: [Insert Date]

To: [Consultant's Name]

Company: [Consultant's Company]

Address: [Consultant's Address]

Dear [Consultant's Name],

Subject: Dispute Resolution Regarding Consultancy Services

I hope this message finds you well. I am writing to formally address the concerns we have experienced regarding the consultancy services provided under our agreement dated [Insert Agreement Date].

We believe there are discrepancies related to [briefly outline the nature of the dispute, e.g., deliverables, timelines, communication]. This has led to [explain the impact of the dispute on your project or organization].

In accordance with the dispute resolution clause outlined in our agreement, we propose to undertake the following steps:

- Initial discussion aimed at clarifying each party's perspective.
- Schedule a meeting at your earliest convenience to discuss potential resolutions.
- Engage a mediator if we cannot resolve the dispute through direct communication.

We value our relationship and are keen to find a mutually agreeable solution. Please respond by [Insert Response Deadline] to confirm your willingness to engage in this process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]