

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

## **Subject: Formal Dispute Notification**

Dear [Recipient's Name],

I am writing to formally notify you of a dispute regarding [briefly describe the issue, e.g., "the terms of our consulting agreement dated [insert date]"]. Despite our attempts to resolve this matter amicably, we have been unable to reach a satisfactory agreement.

The specific points of contention are as follows:

- [Point 1]
- [Point 2]
- [Point 3]

We believe that it is essential to address these issues promptly to avoid further complications. Therefore, we request a meeting to discuss this matter in detail and explore potential resolutions. Please let us know your availability within the next [insert timeframe].

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]