

Intercompany Transaction Dispute Resolution

Date: [Insert Date]

To: [Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Resolution of Dispute Regarding Intercompany Transaction

Dear [Recipient Name],

We are writing to formally address the dispute regarding the intercompany transaction that took place on [insert transaction date]. The key points of contention are as follows:

- Transaction Reference: [Insert Reference Number]
- Amount Disputed: [Insert Amount]
- Nature of Dispute: [Insert Brief Description]

We believe that it is crucial to resolve this matter amicably and in accordance with our intercompany agreement dated [insert agreement date]. We propose the following steps towards resolution:

1. Organize a meeting between the relevant parties by [insert date].
2. Review the documentation related to the disputed transaction.
3. Agree on a mediator if necessary.

We value our business relationship and are committed to finding a resolution that works for both parties. Please let us know your available times for the proposed meeting.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]