

Grievance Letter Regarding Contract Dispute

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally address a grievance regarding the contractual dispute that has arisen between [Your Company's Name] and [Recipient's Company's Name]. The nature of the dispute concerns [briefly describe the specific issue, e.g., terms of payment, delivery timelines, etc.].

As per our contract dated [Insert Contract Date], the agreed terms clearly stated that [describe the relevant terms]. However, it has come to my attention that [describe the disagreement or breach]. This situation has led to [explain the impact of the dispute].

I believe it is essential for both parties to resolve this issue promptly to avoid any further complications. I am requesting a meeting to discuss this matter further and to seek an amicable resolution. Please let me know your available times for a discussion.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]