

PMI Dispute Resolution Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Organization: [Insert Organization Name]

Address: [Insert Address]

Dear [Recipient's Name],

I am writing to formally request a resolution to a dispute concerning [briefly describe the nature of the dispute]. This matter arose on [insert date of occurrence] and has not yet been resolved despite previous discussions.

Details of the Dispute:

- **Issue:** [Describe the specific issue]
- **Relevant Facts:** [Outline key facts relevant to the dispute]
- **Attempts at Resolution:** [List any previous attempts to resolve the issue]

For your review, I have attached relevant documents that support my position. I believe that a resolution can be reached through a collaborative process, and I am open to discussing possible options.

I appreciate your attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]