

Letter of Request for Dispute Resolution

Date: [Insert Date]

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

[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a dispute resolution related to our architectural agreement dated [Insert Agreement Date]. The issues regarding [briefly describe the nature of the dispute, e.g., design discrepancies, project delays, etc.] have led to significant concerns that we need to address.

As per the terms outlined in the agreement, I request that we initiate the dispute resolution process as stipulated in section [insert relevant section number]. I believe that a collaborative approach will lead to a satisfactory outcome for both parties.

Please let me know a convenient time for us to discuss this matter further, or if you prefer, we can arrange for mediation as stated in our agreement.

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

Sincerely,

[Your Name]