

Notification of Dispute Escalation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Dispute Escalation

Dear [Recipient Name],

We are writing to formally notify you that the dispute regarding [brief description of the issue] has been escalated for further review. Despite our previous attempts to resolve this matter through negotiation, we have not reached a satisfactory agreement.

As per the terms outlined in our agreement, we are now escalating this dispute to [mention the next stage, e.g., mediation, arbitration, etc.], and we believe this step is necessary to ensure a fair resolution. We kindly request your cooperation in this process.

Please find attached all relevant documentation regarding the dispute for your reference.

We appreciate your attention to this matter and hope to hear from you soon regarding the next steps.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]