

Written Request for Dispute Handling

Date: _____

Recipient Name

Recipient Title

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request your assistance in handling a dispute that has arisen regarding [briefly describe the nature of the dispute]. The details are as follows:

- **Dispute Summary:** [Brief summary of the dispute]
- **Date of Incident:** [Date]
- **Parties Involved:** [List of parties involved]
- **Relevant Documentation:** [List any attached documents]

Despite my attempts to resolve this issue amicably, it has become clear that further assistance is required. I believe that your intervention can help facilitate a resolution.

Thank you for your attention to this matter. I look forward to your prompt response and assistance in resolving this dispute.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Email]

[Your Phone Number]