

Supplier Dispute Acknowledgment

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Name],

We acknowledge receipt of your dispute regarding [briefly describe the nature of the dispute]. We appreciate your bringing this matter to our attention.

We take such issues very seriously and will investigate the details thoroughly. Our team is currently reviewing the information provided and will be in touch within [insert time frame] to discuss the next steps.

Thank you for your patience as we work to resolve this matter. If you have any further questions or require additional information in the meantime, please do not hesitate to reach out to us directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]