

# Supplier Dispute Resolution Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Dispute Resolution Request

I hope this message finds you well. I am writing to formally request a resolution to a dispute that has arisen concerning [briefly describe the issue, e.g., "the delivery of the recent shipment of materials dated [insert date]"].

Details of the dispute are as follows:

- Order Number: [Insert Order Number]
- Date of Order: [Insert Order Date]
- Description of Goods/Services: [Insert description]
- Nature of the Dispute: [Insert details about the dispute]

We believe it is essential to resolve this matter amicably and seek your assistance in addressing the issue at hand. We would appreciate your prompt response and cooperation so we can find a mutually beneficial resolution.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to discuss this matter further.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]