

# Request for Details on Ongoing Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request further details regarding the ongoing dispute between [Your Company/Your Name] and [Other Party's Company/Other Party's Name] that was initiated on [Date of Dispute].

To facilitate the resolution process, I would appreciate it if you could provide the following information:

- [Detail Required 1]
- [Detail Required 2]
- [Detail Required 3]

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]