

Letter of Demand for Explanation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Demand for Explanation Regarding [Brief Description of Dispute]

I am writing to formally request an explanation regarding the ongoing dispute between [Your Company Name] and [Recipient's Company Name] concerning [specific details of the issue]. Despite our previous communications, we have yet to receive a satisfactory resolution.

It is essential to clarify the circumstances surrounding this matter. Please provide a detailed explanation of your position and any relevant information that may contribute to resolving this dispute. We believe that prompt attention to this issue is crucial for both parties.

We kindly request your response by [Insert Deadline Date] to avoid further escalation. Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]