

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for clarification regarding the dispute I submitted on [date of initial request]. I have yet to receive a response and would appreciate any updates you might have.

As mentioned in my earlier correspondence, the details concerning the dispute are crucial for resolution, and I kindly ask if you could provide the necessary information at your earliest convenience.

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

Sincerely,
Your Name