

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

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

Dear [Recipient's Name],

I am writing to formally request clarification regarding the ongoing dispute concerning [briefly describe the nature of the dispute]. It has come to my attention that there are several unresolved issues that require further explanation to facilitate a resolution.

Specifically, I would appreciate your insights on the following matters:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Understanding these points will greatly assist in moving forward constructively. I kindly request a written response by [specific date], if possible. Please feel free to contact me directly at [your phone number] or [your email address] should you need further details or wish to discuss this matter directly.

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

Sincerely,
[Your Name]