

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

Recipient Name  
Company/Organization Name  
Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the details regarding the dispute resolution process that your organization follows.

Given the importance of resolving disputes effectively, I would appreciate it if you could provide me with information regarding:

- The steps involved in your dispute resolution process
- The timeline for resolution
- Any associated costs
- Points of contact for further assistance

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

Sincerely,  
[Your Name]