

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request clarification regarding the ongoing dispute related to [briefly explain the subject of the dispute, e.g., a contract, billing issue, etc.].

Specifically, I would like to understand [list specific points or areas of confusion]. Your assistance in clarifying these matters would be greatly appreciated, as it will help in reaching a resolution that is fair and satisfactory for both parties.

Please feel free to contact me at your earliest convenience to discuss this further. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]