

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request information regarding a dispute that has arisen between [Your Company/Organization Name] and [Recipient's Company/Organization Name] concerning [brief description of the dispute].

To facilitate a resolution, I would appreciate your assistance in providing the following information:

- Details of the dispute from your perspective.
- Any relevant documents or correspondence related to the matter.
- Clarification on any terms or agreements relevant to the dispute.

Thank you for your attention to this matter. I look forward to your prompt response so we can work towards an amicable resolution.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company/Organization Name]