

# International Trade Dispute Resolution Request

Date: [Insert Date]

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

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

Dear [Recipient Name],

Subject: Request for Resolution of Trade Dispute - [Brief Description of Dispute]

I am writing to formally request the resolution of a trade dispute between [Your Company Name] and [Recipient Company Name] regarding [specific issue or agreement]. We believe that this matter requires immediate attention to ensure that both parties can reach an amicable solution.

Details of the Dispute:

- **Parties Involved:** [Your Company Name] vs. [Recipient Company Name]
- **Date of Issue:** [Insert Date]
- **Description:** [Brief Description of the Dispute]
- **Applicable Agreements:** [List any relevant agreements or treaties]

We propose the following steps to facilitate the resolution process:

1. [Proposed Step 1]
2. [Proposed Step 2]
3. [Proposed Step 3]

We appreciate your prompt attention to this matter and look forward to your response. I am hopeful we can resolve this issue swiftly and amicably.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]