

Letter Template: Seller's Rights During Transaction Disputes

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Seller's Rights Regarding Transaction Dispute

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the recent transaction dispute regarding [insert transaction details, e.g., item, date of transaction]. As the seller, I want to clarify my rights and the steps I intend to take to resolve this matter.

According to the terms and conditions outlined in our agreement, I retain the following rights:

- Right to request additional information or clarification regarding the dispute.
- Right to present evidence supporting the completion of the transaction as agreed.
- Right to consult with a legal professional regarding the situation.
- Right to seek mediation or arbitration if a resolution cannot be reached amicably.
- Right to escalate the matter to relevant authorities if necessary.

I believe it is in both our best interests to resolve this dispute swiftly. I am open to a discussion to explore potential solutions. Please contact me at your earliest convenience to arrange a time to talk.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]