

Notification of Dispute

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a dispute regarding the public procurement bid for [Project Name/Description]. After a thorough review of the bidding process, we believe that there have been discrepancies that adversely affect our submission.

The specific issues we are contesting include:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

We respectfully request a formal review of these matters and a reconsideration of our bid in light of the above-mentioned concerns. We believe that a resolution can be achieved amicably, and we appreciate your attention to this urgent matter.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] to discuss this issue further.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]