

Letter of Dispute Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Subject: Dispute Resolution Notification

Dear [Recipient's Name],

I am writing to formally address a dispute that has arisen in relation to the international trade agreement between [Your Company Name] and [Recipient's Company Name], dated [Agreement Date].

As per the terms outlined in Section [Insert Section Number] of our agreement, it has come to our attention that [describe the nature of the dispute]. We believe that this issue requires immediate attention and resolution to avoid any further complications.

To facilitate a timely resolution, we propose to initiate the dispute resolution process as outlined in [refer to the specific clause of the agreement]. We are open to engaging in mediation or arbitration as agreed upon in our contract.

Please find attached relevant documents that support our case, including [list documents]. We kindly request your cooperation in this matter and look forward to your prompt response to arrange a suitable time for discussion.

Thank you for your attention to this matter. We hope to resolve this dispute amicably and in accordance with our agreement.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]