

Letter of Explanation Regarding Contractual Dispute

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a dispute that has arisen in relation to the construction project at [Project Location/Number]. As per our agreement dated [Insert Agreement Date], several key issues have emerged that require clarification.

Firstly, [Briefly describe the first issue, including dates, events, and conflicting views]. This has led to [explain the consequences, such as delays or financial implications].

Secondly, [Describe the second issue similarly]. We believe this directly contradicts the terms outlined in our contract, particularly in sections [insert relevant sections].

We are committed to resolving these concerns amicably and believe that a meeting to discuss these issues in detail would be beneficial. Please let us know your availability for a meeting at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]