

Dispute Notification Letter

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Notification of Dispute - Construction Project [Project Name]

Dear [Recipient Name],

We are writing to formally notify you of a dispute regarding the construction project titled [Project Name] located at [Project Address].

The nature of the dispute arises from [briefly describe the issue, e.g., delays, quality of work, change orders etc.]. Despite our previous discussions and attempts to resolve the matter, we have been unable to reach an amicable agreement.

We believe that this issue has the potential to impact the project timeline and overall budget significantly. As such, we are seeking your immediate attention to address this matter.

We propose a meeting on [suggest a date] to discuss this issue in detail and find a resolution. Please confirm your availability or suggest an alternative date.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]