

Dispute Notification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Partner's Name]
[Partner's Position]
[Partner's Company Name]
[Partner's Company Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of a dispute that has arisen between our companies regarding [brief description of the issue, e.g., payment terms, contract discrepancies].

Details of the dispute are as follows:

- Issue: [Insert issue]
- Date of occurrence: [Insert date]
- Relevant contract/Agreement: [Insert reference details]

Due to the significance of this matter, we request that you address this issue promptly. We believe it is in our mutual interest to resolve this matter amicably.

Please respond to this notification by [insert date for response] so we can discuss the next steps towards resolution.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]