

Contract Conflict Announcement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to formally announce a conflict regarding our current contract dated [Insert Contract Date] for [Describe Services or Products].

Despite our best efforts to resolve the issues concerning [Briefly Describe Issue], we have been unable to find a mutually agreeable solution. As a result, we must bring this matter to your attention for formal consideration and resolution.

We request a meeting at your earliest convenience to discuss this situation further on [Propose Dates/Times]. We believe it is crucial to address this matter promptly in order to potentially mitigate any impact on our ongoing operations.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]