

# Dispute Regarding Contract Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address concerns regarding our existing contract dated [insert contract date], specifically related to [briefly outline the terms in dispute].

As per our agreement, [describe the clause or terms that are in dispute]. However, I believe that there may be a misunderstanding regarding [explain your position].

It is in our mutual interest to resolve this matter amicably. I would appreciate it if we could discuss this issue further to reach a satisfactory resolution. Please let me know a convenient time for us to speak, or if you prefer, we can communicate via email.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]