

Contract Dispute Notification

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of a dispute that has arisen regarding our contract dated [Insert Contract Date], identified as [Insert Contract Identification Number]. The nature of the dispute involves [briefly explain the dispute, e.g., "failure to deliver the agreed-upon services by the stipulated deadline"].

We request that you address this matter promptly. We believe resolution can be reached through [mention any preferred resolution methods, e.g., "open dialogue," "mediation," etc.]. Please let us know your available dates for a meeting or discussion.

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

Sincerely,

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