

Letter of Dispute Regarding Contract Credit Allocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the allocation of credits under our contract [Contract Number/Name], dated [Contract Date]. Upon reviewing the recent allocation statement, I have identified discrepancies that I believe require immediate attention.

Specifically, I have noticed that [describe the specific issues with the credit allocation, referencing any relevant details]. This does not align with the terms outlined in our agreement, particularly section [refer to specific section of the contract].

In light of this, I kindly request a thorough review of the credit allocation in question and a prompt resolution. I am confident that we can resolve this matter amicably and uphold the integrity of our contractual relationship.

Please respond by [insert a deadline for response] so we can address this issue swiftly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]