

Dispute Resolution Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request a dispute resolution regarding my recent experience with [Product/Service] provided by [Company Name]. Unfortunately, my experience has not met the expected standards, and I believe it is necessary to address the issue.

Details of my experience are as follows:

- **Order Number:** [Insert Order Number]
- **Date of Purchase:** [Insert Date]
- **Description of the Issue:** [Insert detailed description of the unsatisfactory experience]

Despite my attempts to resolve this matter through [mention any previous communication], I have not received a satisfactory response. I would appreciate it if you could review this situation and propose a resolution satisfactory to both parties.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]