

Client Dispute Resolution Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this letter finds you well. We are writing to address the concerns you raised regarding [briefly describe the dispute]. We take such matters seriously and want to ensure that we resolve this issue to your satisfaction.

After reviewing your concerns, we have determined that [insert findings or solutions]. We understand that this may not have been in line with your expectations, and we sincerely apologize for any inconvenience this may have caused.

To resolve this matter, we propose the following course of action: [outline proposed resolution]. We believe this solution will meet your needs and help restore your confidence in our services.

Please let us know your thoughts on this proposed resolution by [insert response deadline]. Your satisfaction is our top priority, and we are committed to making things right.

Thank you for your understanding and patience in this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]