

# Cross-Border Trade Dispute Resolution

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

## Subject: Notice of Dispute

Dear [Recipient Name],

We are writing to formally address a dispute that has arisen in relation to our recent transaction dated [Insert Transaction Date] involving [insert details of goods/services involved].

The specific issues in dispute are as follows:

- [Detail Issue 1]
- [Detail Issue 2]
- [Detail Issue 3]

We believe that these issues can be resolved amicably and propose the following steps for resolution:

- [Proposed Step 1]
- [Proposed Step 2]
- [Proposed Step 3]

We request your prompt attention to this matter and look forward to your response by [Insert Response Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]