

Public Procurement Dispute Resolution Letter

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

Date: [Insert Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Dispute Resolution Regarding Public Procurement [Tender/Project Name]

Dear [Recipient's Name],

I am writing to formally raise a dispute concerning the procurement process for [Tender/Project Name], referenced under [Tender/Project Reference Number]. Our organization participated in this procurement, and we have concerns that we believe require your urgent attention.

Specifically, we would like to address the following issues:

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

In alignment with the procurement guidelines, we respectfully request a review of this matter. We believe that resolution of these issues is crucial to uphold the principles of transparency and fairness in the procurement process.

We are open to discussions and are willing to participate in any meetings or hearings you may schedule to resolve this dispute amicably.

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

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company/Organization Name]