

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: FINAL DISPUTE RESOLUTION NOTICE - [Case/Account Number]

Dear [Recipient Name],

This letter serves as the final formal communication regarding the ongoing dispute concerning [briefly describe the issue, e.g., Invoice #123 / Damaged Goods / Service Contract].

Following our previous correspondence on [Date of last contact], we have reviewed all available documentation and evidence. Based on this review, we are proposing the following final terms for resolution:

- [Proposed Action 1: e.g., Full refund of \$XXX.XX]
- [Proposed Action 2: e.g., Cancellation of the contract effective immediately]
- [Proposed Action 3: e.g., Correction of credit reporting errors]

Please be advised that this is our final attempt to resolve this matter amicably. If we do not receive a written confirmation of your agreement to these terms by [Deadline Date], we will be forced to pursue further action. This may include, but is not limited to, escalation to [Legal Counsel / Small Claims Court / Regulatory Agency].

We hope to reach a conclusion that is satisfactory to both parties. Please sign and return a copy of this letter or provide a formal written acceptance via email by the aforementioned date.

Sincerely,

[Your Signature]

[Your Printed Name]