

Date: [Insert Date]

To: [Name of Recipient/Agency Name]

From: [Your Name/Company Name]

Subject: Dispute Resolution Regarding Candidate Representation: [Candidate Name]

Dear [Name of Contact Person],

This letter is regarding a representation dispute for the candidate [**Candidate Full Name**] for the position of [**Job Title/Reference Number**].

It has come to our attention that multiple claims of representation have been submitted for this candidate. After reviewing our internal records and recruitment protocols, we have determined the following:

- **Original Submission Date:** [Date and Time of Submission]
- **Method of Submission:** [e.g., Applicant Tracking System, Email, Referral Portal]
- **Evidence of Ownership:** [e.g., Validated Right to Represent (RTR) document signed by the candidate, First-resume-in rule, or Existing contract terms]

Based on [Company Name]'s standard recruitment policy, ownership is established by [Insert Reason, e.g., the earliest timestamped submission / the candidate's signed written preference].

We request that you review your records and confirm the withdrawal of your claim for this candidate to avoid further duplication and to ensure the candidate's application process is not delayed.

Please provide a written response regarding this matter by [Insert Date]. If you have any conflicting documentation, please provide it for our review.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Contact Information]