[*date*]

Dear [*contractor name*]

Ref: [*contract details*]

Further to your recent notification, dated [*notification date*], I can confirm we have received your intention to dispute our decision dated [*insert date*] in relation to:

[*matter 1 details*]

[*matter 2 details*]

[*matter 3 details*]

To proceed with the dispute resolution process, please submit to the above address your supporting evidence in relation to the matters under dispute within 28 days from the date of this letter.

Yours sincerely,

[*name*]

[*title*]