

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

[Date]

[Recipient Name]  
[Recipient Title/Department]  
[Counterparty Organization Name]  
[Address]  
[City, State, Zip Code]

**RE: Formal Notice of Dispute - Contract #[Contract Number] - [Project Name/Reference]**

Dear [Recipient Name],

This letter serves as formal notice regarding a contractual dispute under the Carbon Offset Purchase Agreement dated [Original Date of Contract] between [Your Organization] and [Counterparty Organization].

The dispute pertains to the following issue(s):

- [Insert specific issue: e.g., Failure to deliver Verified Emission Reductions (VERs)]
- [Insert specific issue: e.g., Discrepancies in project monitoring/validation reports]
- [Insert specific issue: e.g., Breach of warranty regarding additionality or permanence]
- [Insert specific issue: e.g., Non-payment or late delivery penalties]

**Background:**

According to Section [Section Number] of our agreement, [briefly describe the specific obligation that was not met]. As of [Date], the required [credits/documentation/payment] has not been received/fulfilled as per the agreed-upon timeline.

**Proposed Resolution:**

We value our partnership and would prefer to resolve this matter through the informal dispute resolution process outlined in Section [Section Number] of the contract. We propose the following remedy: [Insert desired outcome, e.g., delivery of credits within 30 days, a refund of prepayments, or a credit adjustment].

We request a meeting or conference call between our respective representatives by [Date] to discuss this matter in good faith. Please acknowledge receipt of this letter and provide your availability for such a discussion.

This letter is sent without prejudice to our rights and remedies under the contract and applicable law.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]