

[Law Firm Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

[Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]

**RE: Notice of Dispute Regarding Independent Contractor Agreement**

Dear [Contractor Name],

This letter serves as formal notice regarding a dispute arising under the Independent Contractor Agreement dated [Date of Agreement] between [Law Firm Name] and [Contractor Name].

The nature of the dispute is as follows: [Provide brief description of the issue, e.g., failure to complete deliverables, breach of confidentiality, or billing discrepancies].

Under Section [Section Number] of our Agreement, we are required to attempt an informal resolution before proceeding to further legal action. To resolve this matter, [Law Firm Name] proposes the following solution: [State proposed remedy, e.g., a deadline for completion, a revised payment amount, or return of property].

Please provide a written response to this proposal by [Date]. We hope to resolve this matter amicably and avoid the necessity of formal mediation or arbitration as outlined in our contract.

Sincerely,

[Name of Partner/Manager]  
[Title]  
[Law Firm Name]