**NOTICE OF DISPUTE**

On behalf of *[Insert company name A]* Limited, Company Number [*insert Company no.]* and pursuant to *[insert contractual clause / name of contract]*,I give notice of Dispute with *[insert company name B]* Limited in relation to *[insert title of the issue under dispute, e.g. Network Change proposal reference no. etc.]*

This dispute is brought on the basis that *[Summarise the basis for the dispute and five a brief list setting out the issues - this can be attached in the form of an annex if best suiting the situation. Statements such as “There is contractual deviation” does not comply with the requirements]*

We have agreed with the party/ies detailed above that the determination procedure should be *[e.g. “Access Dispute Adjudication preceded by Mediation”.... And (i) a completed Procedure Agreement will follow, or (ii) the Secretary is requested to draw up a Procedure Agreement on the following basis: [e.g. “Access Dispute Adjudication preceded by Mediation”]*

*or*

The determination procedure preferred by *[Company Name “A” ]* is [*e.g “Access Dispute Adjudication preceded by Mediation”]*

We are continuing discussions with the other party/ies and do not consider there to be a requirement for the dispute resolution process to be expedited.

*or*

We request that the determination process be expedited because *[insert reason]*.

Parties which might be concerned with this matter other than as a Dispute Party are: *[insert names]*.

*or*

We are not aware of any other Party which might be concerned with this matter.

*Indicate who will deal with the matter on behalf of the referring party if it is not to be the person signing off the Notice of Dispute*

*[insert signature]*

Name *[insert name]*

Job Title *[insert job title]*

For *[Name of Company “A” Limited]*

Telephone *[insert number]*

E-mail *[insert address]*