**Notice of Dispute**

On behalf of *[company “A”]* Limited, Company Number *[insert number]* and pursuant to *[insert relevant contractual provision]*, I give Notice of Dispute with *[company “B”]* Limited in relation to *[insert subject matter under dispute]*.

This dispute is brought on the basis that *[Summarise the basis for the dispute and give a brief list setting out the issues – this can be attached in the form of an annex if best suiting the situation. A statement 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 “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

Parties which might be concerned with this matter other than as a Dispute Party are *[list of companies]*

 *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*

*[Sign off]*

Name:

Job title:

For: *[company “A”]* Limited

Telephone

Fax *[optional]*

Email