

To: *(Name of FRANCHISOR or Franchise partner)*

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Attention: *(Name of the Person to receive the Notice)*

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I/We hereby set out the details of a dispute as required by clause 29(1) of the Franchising Code of Conduct:

(a) NATURE OF DISPUTE: *(explain what the dispute is about)*

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(b) DESIRED OUTCOME: *(write what you want to achieve)*

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(c) ACTION REQUIRED TO SETTLE THE DISPUTE: *(explain what you want the other side to do to resolve the dispute)*

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If we cannot agree how to resolve this dispute, then I/we will contact the Office of the Mediation Adviser to appoint a mediator.