

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]

[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Dispute Resolution

I hope this letter finds you well. I am writing to formally address a dispute that has arisen between [Your Company Name] and [Recipient's Company Name] regarding [briefly describe the nature of the dispute]. [Provide a concise description of the issue, including relevant dates and any pertinent facts.]

In an effort to resolve this matter amicably, I propose the following steps:

1. [Proposed Resolution Step 1]
2. [Proposed Resolution Step 2]
3. [Proposed Resolution Step 3]

I believe that by discussing this issue further, we can reach a satisfactory resolution for both parties. I would appreciate your prompt attention to this matter and hope to hear from you by [specific response date].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]