

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Resolution of Dispute

I hope this message finds you well. I am writing to address a dispute that has arisen regarding [briefly describe the issue, e.g., a transaction, service rendered, etc.].

On [date of incident], [provide a brief description of what occurred, including relevant details and parties involved]. After reviewing the situation, I believe there has been a misunderstanding that we can resolve amicably.

To facilitate a resolution, I propose the following steps:

1. [Step 1: Describe a potential solution or request for action]
2. [Step 2: Provide another possible solution if applicable]

I am committed to finding a mutually beneficial resolution and would appreciate your thoughts on this matter. I believe that open communication and collaboration can lead us to a satisfactory outcome for all parties involved.

Please let me know a convenient time for us to discuss this further. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title (if applicable)]  
[Your Company (if applicable)]