

[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: Dispute Resolution Request

I hope this letter finds you well. I am writing to formally address a dispute that has arisen between [Your Company/Organization Name] and [Recipient's Company/Organization Name], regarding [briefly describe the nature of the dispute].

To provide context, [include any relevant details about the dispute, including dates, incidents, and any previous correspondence].

In light of the circumstances, I propose the following potential solutions:

1. [Solution Option 1]
2. [Solution Option 2]
3. [Solution Option 3]

I believe that addressing this matter promptly will lead to a mutually beneficial resolution. I would appreciate your feedback and any additional suggestions you may have.

Please feel free to contact me at your earliest convenience to discuss this further. I look forward to your reply.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]