

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

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

Subject: Notice of Dispute Resolution

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally address a dispute that has arisen between us regarding [briefly describe the issue]. Despite our previous discussions, we have not reached a satisfactory resolution.

To facilitate the dispute resolution process, I propose the following steps:

1. [Step 1: Describe the first proposed step]
2. [Step 2: Describe the second proposed step]
3. [Step 3: Describe any additional steps if necessary]

I believe that resolving this matter amicably is in both our best interests. Please respond to this letter by [provide a specific date] so we can move forward with this process.

Thank you for your attention to this matter.

Sincerely,

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