

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

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

Dear [Recipient's Name],

Subject: Letter of Intent for Dispute Resolution

I am writing to express my intent to resolve the ongoing dispute between [Your Name/Your Company] and [Recipient's Name/Their Company] regarding [briefly describe the dispute].

We believe that it is in the best interest of both parties to engage in a structured dispute resolution process to address the issues at hand. We propose the following steps:

1. **\*\*Preliminary Meeting\*\***: Schedule a meeting to discuss our perspectives and concerns.
2. **\*\*Mediation\*\***: Agree to participate in mediation with a neutral third party to facilitate an amicable resolution.
3. **\*\*Timeline\*\***: Establish a timeline for the resolution process to ensure it remains efficient.

We are committed to finding a mutually agreeable solution and believe this approach will be beneficial for both parties.

Please respond to this letter by [date] to confirm your willingness to proceed with this proposed resolution process.

Thank you for your attention to this matter.

Sincerely,

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