

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Dispute Resolution Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a dispute regarding [specific issue/subject of dispute].

[Briefly outline the details of the dispute, including relevant dates, parties involved, and key facts].

To resolve this matter amicably, I propose the following steps:

1. [Proposed solution or action 1]
2. [Proposed solution or action 2]
3. [Proposed solution or action 3]

I believe these steps can lead to a satisfactory resolution for both parties. Please respond by [specific date] so we can discuss this further.

Thank you for your attention to this matter.

Sincerely,
[Your Name]