

[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 Letter

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally address a dispute related to [briefly describe the nature of the dispute, e.g., "the terms of our contract dated [insert date]"].

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

1. **\*\*Description of the Issue\*\***:

- [Briefly outline the specific issues causing the dispute.]

2. **\*\*Proposed Resolution\*\***:

- [List your proposed solutions or remedies.]

3. **\*\*Request for Meeting\*\***:

- I would appreciate the opportunity to discuss this matter further.

Please let me know your availability for a meeting.

4. **\*\*Request for Response\*\***:

- I kindly ask that you respond to this letter by [insert a date] so we can move towards a resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]