

Alternative Dispute Resolution Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the possibility of utilizing Alternative Dispute Resolution (ADR) to address a matter of concern that has arisen between [Briefly describe the parties involved].

Given the circumstances, I believe that ADR may provide an effective and efficient means of resolving our dispute amicably. I would appreciate any information you may have regarding your availability for mediation or other ADR processes.

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

Sincerely,

[Your Name]