

# Alternative Dispute Settlement Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Subject: Proposal for Alternative Dispute Resolution

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the ongoing dispute regarding [brief description of the issue]. It is in both our interests to resolve this matter amicably and efficiently.

To that end, I would like to propose engaging in Alternative Dispute Resolution (ADR) methods, such as mediation or arbitration, to help facilitate a mutually agreeable solution. I believe that by working together through this process, we can reach an outcome that satisfies both parties.

Please let me know your thoughts on this proposal, and if you are open to discussing potential dates for our first meeting. I am confident that we can work towards a resolution that is beneficial for everyone involved.

Thank you for considering this approach. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]