

Proposal for Mediation and Arbitration

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a structured approach to resolve the ongoing dispute between [Your Company/Organization] and [Recipient Company/Organization]. In the spirit of collaboration and to avoid protracted litigation, we would like to suggest mediation followed by arbitration if necessary.

The details of our proposal include:

- **Mediation:** We propose that both parties engage in mediation to facilitate a mutual agreement with the assistance of a neutral mediator.
- **Arbitration:** Should mediation not yield a satisfactory resolution, we propose that any remaining disputes be resolved through binding arbitration.
- **Timeline:** We suggest commencing mediation within [insert timeframe].
- **Cost Sharing:** We recommend that the costs associated with mediation and arbitration be shared equally between both parties.

We believe that this approach would be in the best interest of both parties and could lead to a swift and amicable resolution.

Please let us know your thoughts on this proposal by [Insert Date]. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]