

Dispute Resolution Letter

Date: [Insert Date]

To: [Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Subject: Resolution of Contract Dispute

Dear [Freelancer's Name],

We are writing to formally address the ongoing dispute regarding our freelance contract dated [Insert Contract Date]. It has come to our attention that [briefly describe the dispute, e.g., payment issues, deliverables].

We value our working relationship and are committed to resolving this matter amicably. We propose the following steps to resolve this dispute:

- [Step 1: e.g., Schedule a mediation session]
- [Step 2: e.g., Review the contract terms together]
- [Step 3: e.g., Discuss potential compromises]

We believe that open communication is essential, and we are hopeful that we can reach a satisfactory resolution for both parties. Please respond by [Insert Response Date] so we can move forward promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title or Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]