

Letter of Legal Communication Regarding Business Conflict

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address the ongoing conflict between our companies regarding [briefly describe the issue]. Despite our previous attempts to resolve this matter amicably, it has become clear that further action is necessary.

We believe that the circumstances surrounding this situation are detrimental to both parties and would like to propose a meeting to discuss potential resolutions. We are committed to finding a mutually beneficial outcome and hope we can come together to address this matter promptly.

Please let us know your availability for a meeting by [insert date]. If we do not receive a response by this date, we may have to consider alternative actions.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]