

Dispute Resolution Letter

Date: [Insert Date]

To: [Name of the Board Member]

From: [Your Name/Position]

Subject: Resolution of Board Dispute

Dear [Name of the Board Member],

I hope this message finds you well. I am writing to address the ongoing dispute regarding [briefly describe the issue]. It is essential for our board's functionality and unity that we resolve this matter amicably.

To facilitate this process, I propose we schedule a meeting to discuss our perspectives openly. I believe that a constructive dialogue will lead us toward a resolution that respects all parties involved.

Please let me know your availability for a meeting within the next week so we can move forward effectively. I am confident that together we can reach an understanding that benefits our organization.

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

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]