

Board Director Dispute Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am writing to formally address the ongoing dispute regarding [briefly describe the issue]. As a member of the board of directors, I believe it is essential for us to resolve this matter swiftly and amicably to ensure the continued success of our organization.

To facilitate a constructive dialogue, I propose that we meet on [suggest a date and time] at [location or virtual meeting platform]. This meeting will provide an opportunity for both parties to present their perspectives and work towards a mutually agreeable resolution.

Please let me know your availability for the proposed meeting or suggest an alternative date that works for you. I truly hope that we can resolve this matter through open communication and collaboration.

Thank you for your attention to this important issue. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Your Contact Information]