

# Dispute Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

## Subject: Dispute Resolution Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a dispute that has arisen between [describe the parties involved]. The issue has become a concern which I believe requires resolution through our organization's dispute resolution process.

The specifics of the dispute are as follows:

- **Date of Incident:** [Insert Date]
- **Description of Issue:** [Briefly describe the situation or conflict]
- **Impacted Parties:** [List the individuals or teams involved]

I have made an effort to resolve this matter informally. However, it has become clear that further action is necessary. I would appreciate it if we could schedule a meeting to discuss this matter further and explore potential resolutions.

Please let me know your availability for a meeting, or if there are any steps you recommend I take prior to our discussion.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]