

Amicable Dispute Resolution Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you of a concern that has arisen regarding [brief description of the dispute].

In the spirit of maintaining a positive relationship, we would like to propose an amicable resolution. We believe addressing this matter collaboratively will lead to a satisfactory outcome for both parties.

We suggest scheduling a meeting to discuss this issue in detail. Please let us know your available times. We are open to either a face-to-face meeting or a virtual discussion, whichever you prefer.

Thank you for your attention to this matter. We look forward to your response and finding a resolution that works for everyone.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]