

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation to Negotiate for Dispute Resolution

I hope this message finds you well. I am writing to formally invite you to participate in a negotiation session aimed at resolving the ongoing dispute between [Your Company/Your Name] and [Recipient's Company/Recipient's Name].

We believe that open dialogue can lead to a mutually beneficial resolution. We would like to propose a meeting on [Proposed Date] at [Proposed Time], to be held at [Proposed Location]/via [Virtual Platform]. This meeting will provide an opportunity to discuss our perspectives and explore potential solutions.

Please let us know your availability or propose an alternative time if the suggested schedule does not suit you. We sincerely hope to collaborate and find common ground.

Thank you for considering this invitation. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Title]
[Your Company]