

# Dispute Resolution Notification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notification of Dispute Resolution

Dear [Recipient's Name],

This letter serves as a formal notification regarding the dispute arising from [briefly describe the nature of the dispute]. According to the terms outlined in our agreement dated [insert date of agreement], both parties have the right to seek resolution through the established dispute resolution process.

We propose the following steps to resolve the issue:

- Step 1: [Details of Step 1]
- Step 2: [Details of Step 2]
- Step 3: [Details of Step 3]

Please respond by [insert deadline for response] to confirm your willingness to engage in the proposed resolution process. We believe this approach will contribute to a mutually beneficial resolution.

Thank you for your attention to this matter. We look forward to your prompt reply.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]