

Resolution Proposal for Vendor Dispute

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor's Name]

[Vendor's Position]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Resolution Proposal for Ongoing Dispute

We are writing to address the ongoing dispute regarding [briefly describe the issue, e.g., delivery delays, quality issues]. We believe that it is in both parties' best interest to reach a mutually agreeable resolution.

To resolve this matter, we propose the following solution:

1. [Proposed Solution 1]
2. [Proposed Solution 2]
3. [Any Additional Solutions]

We are committed to maintaining a positive partnership and are hopeful that this proposal can initiate a dialogue towards a resolution. Please review the proposal and let us know your thoughts by [insert date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]