

Dispute Resolution Proposal

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to address the ongoing dispute regarding [briefly describe the nature of the dispute]. In an effort to resolve this matter amicably and promptly, we propose the following dispute resolution procedure:

1. Initial Meeting

We suggest scheduling an initial meeting on [propose date] at [propose location] to discuss the concerns and acknowledge each party's position.

2. Mediation

If we cannot reach an agreement during the initial meeting, we propose engaging a neutral third-party mediator. We suggest [Mediator's Name] as a potential mediator, known for their expertise in resolving similar disputes.

3. Final Decision

Should mediation fail, we are open to arbitration in accordance with the rules of the [specify arbitration organization, if applicable].

We believe that resolving this dispute collaboratively is in both parties' best interests. Please confirm your availability for the initial meeting by [insert response deadline].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]