

# Resolution Agreement

Date: [Insert Date]

To: [Agency Name]

Address: [Agency Address]

City, State, Zip: [City, State, Zip]

Dear [Agency Contact Name],

This letter serves as a formal resolution agreement regarding the disputes that have arisen between [Your Company Name] and [Agency Name]. After careful consideration, the following points have been agreed upon:

1. **Issue 1:** [Describe the issue and resolution]
2. **Issue 2:** [Describe the issue and resolution]
3. **Next Steps:** [Outline any future actions required]

We believe that this agreement represents a fair and mutual resolution to the disputes, and we are committed to moving forward positively. Please sign and return a copy of this letter to indicate your acceptance of the terms outlined herein.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Agency Contact Name]

[Agency Title]

[Date]