

Shared Services Dispute Resolution

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Dispute Resolution Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a dispute that has arisen regarding [describe the specific shared services issue]. We believe that this issue warrants discussion to seek an amicable resolution.

The key points of the dispute are as follows:

- [Point 1]
- [Point 2]
- [Point 3]

To facilitate a resolution, I propose the following steps:

1. Schedule a meeting on [suggested date and time].
2. Prepare relevant documentation and evidence related to the dispute.
3. Engage in open dialogue to understand each party's perspective.

Please let me know your availability for the proposed meeting or if you would prefer an alternative time.

Looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]