

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the ongoing dispute regarding [briefly describe the nature of the dispute]. It is my intention to resolve this matter amicably and maintain a positive relationship going forward.

I believe that an open dialogue would be beneficial for both of us. I propose that we schedule a meeting to discuss our perspectives and explore possible solutions. Please let me know your availability in the coming days.

Thank you for considering my proposal. I look forward to your response.

Sincerely,

[Your Name]