

Invitation to Alternative Dispute Resolution Session

Dear [Recipient's Name],

We hope this message finds you well. We would like to invite you to participate in an Alternative Dispute Resolution (ADR) session concerning [brief description of the dispute].

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Virtual Meeting Link]

The purpose of this session is to explore mutually beneficial solutions and to facilitate open communication. We believe that ADR can provide a constructive pathway to resolve this matter efficiently.

Please confirm your availability for the proposed date and time. Should you have any questions or require further information, do not hesitate to reach out.

We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]