

Contract Disagreement Resolution Framework

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Contract Disagreement Resolution

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a disagreement regarding our contract dated [Insert Contract Date]. It has come to my attention that there are discrepancies concerning [briefly describe the issue].

In order to resolve this matter amicably, I propose the following steps:

1. Initial discussion: A meeting to discuss the points of disagreement and clarify our respective positions.
2. Mediation: If necessary, we can involve a neutral third party to mediate our discussion.
3. Review of the contract: A thorough review of the relevant contract clauses could help us align our understanding.
4. Resolution proposal: After discussions, we can draft a resolution agreement for mutual consent.

I believe that through open communication, we can reach a resolution that satisfies both parties. Please let me know your availability for an initial discussion.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]