

Contract Dispute Resolution Procedure

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

Subject: Dispute Resolution Regarding [Brief Description of the Contract or Issue]

We are writing to formally address a dispute arising from the contract entered into on [Insert Contract Date] between [Your Company] and [Recipient's Company]. The nature of the dispute is as follows:

[Provide a detailed explanation of the dispute, including relevant facts, dates, and any communications that have occurred regarding the issue.]

In accordance with the dispute resolution procedure outlined in Section [Insert Section Number] of the aforementioned contract, we propose the following steps:

1. **Initial Discussion:** We suggest that both parties meet to discuss the dispute and explore potential resolutions within [Insert Timeframe].
2. **Mediation:** If the issue remains unresolved, we propose engaging a mediator within [Insert Timeframe] who is agreeable to both parties to assist in reaching a settlement.
3. **Arbitration:** Should mediation fail, we agree to proceed with arbitration as per the terms set forth in the contract, with an agreed-upon arbitrator chosen by both parties.

We believe that addressing this matter promptly and amicably is in the best interest of both parties. Please respond by [Insert Response Deadline] to confirm your availability for an initial discussion.

Thank you for your attention to this important matter. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]