

Dispute Resolution Options

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Subject: Dispute Resolution Options for Contract #[Contract Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the ongoing dispute concerning [brief description of the issue] related to our contract dated [contract date]. In order to resolve this matter amicably, I would like to propose the following dispute resolution options:

1. Mediation

We can engage a neutral third-party mediator to facilitate a discussion between us to reach a mutually satisfactory resolution.

2. Arbitration

If mediation does not yield a solution, we may consider arbitration, where an arbitrator will make a binding decision based on the terms of our contract.

3. Litigation

As a last resort, pursuing legal action through the courts may be necessary to resolve the dispute.

I believe it is in our best interest to explore these options before considering litigation. I am open to discussing these alternatives at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]