

Summary of Dispute for Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Summary of Dispute for Resolution

I hope this message finds you well. I am writing to formally summarize the dispute between [Your Name/Your Organization] and [Recipient's Name/Recipient's Organization] concerning [brief description of the issue/dispute].

Background

[Provide a brief background of the dispute, including relevant dates, events, and actions taken by both parties.]

Key Issues

1. [First key issue]
2. [Second key issue]
3. [Third key issue]

Proposed Resolution

[Outline your proposed resolution to the dispute, including any compromises or adjustments you are willing to make.]

Next Steps

I kindly request your review of this summary and look forward to your response by [insert response deadline]. Should you have any further questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]