

Pre-Litigation Resolution Invitation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Invitation to Resolve Dispute Before Litigation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the ongoing concerns related to [brief description of the issue]. It is in our mutual interest to resolve this matter amicably and avoid the need for litigation.

To that end, I would like to propose a meeting to discuss this issue further. I am confident that through open dialogue, we can find a satisfactory resolution for both parties. Please let me know your available dates and times.

I look forward to your prompt response as we strive to resolve this matter efficiently.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]