

Letter of Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Resolution of [Insert Issue]

Dear [Recipient's Name],

I am writing to formally address the recent issue regarding [briefly describe the issue]. After discussing and reviewing the matter, I believe we can reach a satisfactory resolution.

To summarize, [provide a concise summary of the issue, including dates, actions taken, and any relevant details]. I appreciate your attention to this matter.

In order to resolve this, I propose [insert your proposed solution or resolution]. I believe this will benefit both parties and restore our working relationship.

Please let me know your thoughts on this proposal. I am looking forward to your prompt response and appreciate your cooperation in resolving this matter amicably.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title, if applicable]