

Municipal Office Space Lease Dispute Resolution

Date: [Insert Date]

To: [Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Notice of Lease Dispute Resolution

We are writing to address the ongoing dispute regarding the lease of the municipal office space located at [Office Address]. It has come to our attention that there are unresolved issues concerning [specific issues, e.g., rental payments, maintenance responsibilities, etc.].

To resolve this matter amicably, we propose a meeting on [insert proposed date and time] at [insert meeting location]. This meeting will provide an opportunity for both parties to discuss the issues and work towards a mutually beneficial resolution.

Please confirm your availability for the proposed meeting or suggest an alternative date and time within the next week.

We appreciate your attention to this matter and look forward to resolving this dispute swiftly.

Thank you.

Sincerely,
[Your Name]
[Your Title]
[Municipality Name]
[Contact Information]