

# Letter Template for Structured Dialogue

Date: [Insert Date]

From: [Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[Your Email]  
[Your Phone Number]

To: [Partner's Name]  
[Partner's Title]  
[Partner's Organization]  
[Partner's Address]

## **Subject: Structured Dialogue for Partnership Disagreement Resolution**

Dear [Partner's Name],

I hope this message finds you well. I am writing to address the recent disagreements that have arisen in our partnership regarding [specific issue(s)]. It is important to both of us that we approach this situation collaboratively and constructively.

### **1. Issues Raised**

To ensure clarity, I would like to outline the primary areas of disagreement:

- [Issue 1]
- [Issue 2]
- [Issue 3]

### **2. Perspectives**

I believe it is essential that we exchange our viewpoints. Here is my understanding of your perspective:

- [Partner's Perspective on Issue 1]
- [Partner's Perspective on Issue 2]
- [Partner's Perspective on Issue 3]

### **3. Proposed Solutions**

To move forward, I propose the following solutions for each issue:

- [Proposed Solution for Issue 1]
- [Proposed Solution for Issue 2]
- [Proposed Solution for Issue 3]

#### **4. Request for Dialogue**

I would appreciate the opportunity to discuss these points with you further. Could we schedule a meeting to talk about our perspectives and work towards a resolution? I am available on [insert dates/times]. Please let me know what works for you.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]