

Dispute Resolution Mechanism Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Notice of Dispute Resolution Mechanism

Dear [Recipient's Name],

I am writing to officially notify you of a dispute concerning [brief description of the issue, e.g., the terms of our licensing agreement dated [date]]. As per the dispute resolution mechanism outlined in our licensing contract, we are required to engage in a resolution process.

According to Section [number] of our contract, the following steps should be taken:

1. **Initial Negotiation:** I propose that we schedule a meeting to discuss the matter further and attempt to resolve it amicably. Please let me know your availability for this meeting.
2. **Mediation:** If the negotiation does not yield a resolution, I suggest we engage a mediator as specified in the contract. I can propose a few qualified mediators for your consideration.
3. **Arbitration:** Should mediation fail, we can proceed to arbitration, wherein the final decision will be binding as outlined in our agreement.

Thank you for your attention to this matter. I look forward to your prompt response so that we can resolve this issue as swiftly as possible.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]