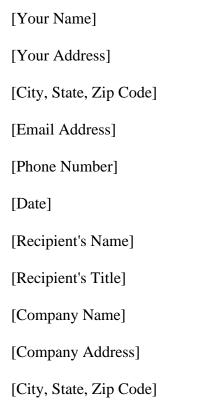
## **Dispute Resolution Mechanism Notification**



## **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]