

Dispute Resolution Notification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Dispute Resolution Regarding Software Licensing Agreement

I am writing to formally address a dispute regarding the software licensing agreement dated [Insert Date of Agreement] between [Your Company/Your Name] and [Recipient's Company/Recipient's Name].

As per the agreement, my concerns relate to [briefly describe the issue, e.g., unauthorized use, breach of terms, etc.]. Despite my previous attempts to resolve this issue amicably on [insert dates of prior communications, if any], I feel that a formal resolution process is warranted.

In accordance with Section [insert relevant section] of our agreement, I propose that we engage in the following dispute resolution steps:

1. Mutual discussion via teleconference on [insert proposed date].
2. If unresolved, proceeding to mediation with a neutral third-party mediator, to be agreed upon by both parties.

Please respond by [insert a reasonable deadline], confirming your willingness to proceed with this timeline or suggesting alternatives. I believe a collaborative resolution is in the best interest of both parties.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]