

Negotiation Request for Dispute Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a negotiation meeting regarding the ongoing dispute related to [briefly describe the dispute].

Given our shared interest in resolving this matter amicably, I believe that a face-to-face discussion could be beneficial. I am available for a meeting on [suggest two or three dates and times], but I am open to accommodating your schedule to find a mutually convenient time.

Please let me know your availability so we can arrange a meeting. I appreciate your attention to this important matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]