

# Request for Assistance in Dispute Resolution

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your assistance regarding a dispute that has arisen between [Your Party Name] and [Other Party Name]. The issue at hand pertains to [briefly describe the nature of the dispute].

Despite our attempts to resolve the matter amicably, we have been unable to reach a satisfactory conclusion that meets the needs of both parties. Therefore, we believe that your expertise in dispute resolution could provide valuable insight and facilitate a resolution.

We are keen to explore mediation or any other appropriate process that you would recommend and are hopeful of your availability to discuss this further at your earliest convenience.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]