

Contractor Dispute Resolution Proposal

Date: [Insert Date]

To: [Client's Name]

From: [Contractor's Name]

Subject: Proposal for Collaborative Problem-Solving Regarding Dispute

Dear [Client's Name],

We hope this message finds you well. As you are aware, we have encountered some challenges related to [briefly describe the nature of the dispute]. We believe that it is in both parties' best interests to address these issues collaboratively to maintain a positive working relationship and to ensure project success.

Proposed Approach

- **Open Communication:** Schedule a meeting at your earliest convenience to have an open discussion about the issues at hand.
- **Identifying Interests:** Encourage both parties to express their perspectives and interests openly to find common ground.
- **Brainstorming Solutions:** Collaboratively generate potential solutions that address the needs of both parties.
- **Follow-Up:** Agree on actionable steps and set a timeline for follow-up to assess progress and effectiveness of the solutions implemented.

We believe that by working together transparently and respectfully, we can resolve these issues satisfactorily for both parties. Please let us know your available times for the initial discussion.

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

Best regards,

[Contractor's Name]
[Contractor's Position]
[Company Name]
[Contact Information]