

Dispute Resolution Proposal

Date: [Insert Date]

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

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Proposal for Mediation in Dispute Resolution

I hope this message finds you well. I am writing to formally propose mediation as a means of resolving our ongoing dispute regarding [briefly describe the issue, e.g., contract fulfillment, payment delays, etc.].

As you are aware, our contract dated [insert contract date] has led to disagreements over [specific issues]. In the interest of reaching an amicable solution that benefits both parties, I believe mediation would be a constructive way to address these concerns.

I suggest that we engage a neutral mediator who specializes in construction disputes. In addition, I propose the following timeline for the mediation process:

- Selection of mediator: [insert date]
- Mediation session: [insert date]
- Final resolution expected by: [insert date]

Please let me know your thoughts on this proposal at your earliest convenience. I am hopeful that we can resolve this matter swiftly and amicably.

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

Sincerely,
[Your Name]