

Disagreement Resolution Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, ZIP Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Resolution of Disagreement on [Project Name]

I hope this message finds you well. I am writing to formally address the recent disagreement that has arisen regarding [briefly describe the specific issue]. As we both know, this matter is crucial for the successful progression of the [Project Name].

To facilitate a resolution, I propose the following steps:

1. [Step 1: Description of proposed action or meeting]
2. [Step 2: Description of another action if necessary]
3. [Step 3: Any additional steps required]

I believe that by addressing this issue directly, we can arrive at a mutually beneficial solution. Please let me know your availability for a meeting or a response to this proposal by [insert deadline].

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]