

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an ongoing dispute between our organizations regarding [brief description of the issue].

We believe that open communication is essential to resolving our differences, and I would like to propose a meeting to discuss the matter in detail. Our goal is to reach an amicable resolution that will benefit both parties.

Please let me know your availability for a meeting in the coming weeks. I am confident that we can work towards a favorable outcome together.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]