

Business Disagreement Advisory

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to address some concerns regarding [briefly describe the issue or disagreement]. It has come to our attention that there are differing opinions on [specific topic], and we believe it is crucial to discuss these matters to reach a mutual understanding.

Our position on this issue is as follows:

- [Point 1]
- [Point 2]
- [Point 3]

We kindly request a meeting to discuss these points further and explore possible solutions. Please let us know your availability for a meeting at your earliest convenience.

Thank you for your attention to this matter. We look forward to resolving this disagreement amicably.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]