

Contract Dispute Resolution Proposal

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Proposal for Resolution of Contract Dispute

I am writing to address the ongoing dispute regarding [brief description of the contract dispute]. We believe that a collaborative approach is essential to resolving this matter efficiently.

To this end, we propose the following steps for resolution:

- Initial Meeting: A meeting to discuss the issues and clarify positions.
- Fact-Finding: A period where both parties can gather relevant information and evidence.
- Mediation: Engaging a third-party mediator to facilitate negotiation.
- Follow-Up: Scheduled follow-up meetings to assess progress and findings.

We are confident that this structured approach will allow us to reach a mutually agreeable solution. Please let us know your availability for the initial meeting by [insert date].

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

Sincerely,

[Your Name]
[Your Title/Position]