

Dispute Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a dispute regarding the contract dated [Insert Contract Date] for [brief description of the contract]. There have been multiple issues that we need to resolve, which include but are not limited to [briefly outline the issues].

Per Section [insert section number] of our contract, we are to engage in a dispute resolution process. Therefore, I propose we meet to discuss this matter further on [suggest a date] at [suggest a location]. Please let me know if this time works for you or if alternative arrangements should be made.

It is in our mutual interest to resolve these issues amicably and efficiently, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]