

Resolution Proposal for Contract Issues

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resolution Proposal for Contract No. [Contract Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some issues we have encountered with the terms of our contract dated [Insert Contract Date]. After reviewing the current situation, I would like to propose the following resolutions:

1. **Issue Description:** [Briefly describe the issue]
2. **Proposed Resolution:** [Outline your proposal to resolve the issue]
3. **Expected Outcome:** [Describe the expected benefits of the proposed resolution]

I believe these proposals can help us move forward effectively. I am open to discussing this matter at your earliest convenience and would appreciate your feedback on the proposed solutions.

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]