

# Resolution Proposal for Disputes

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Resolution of Dispute

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the ongoing dispute regarding [briefly describe the dispute]. It is important for both parties to reach a satisfactory resolution, and I would like to propose the following steps to facilitate this process.

## Proposed Resolution Steps:

1. Clearly outline the issues involved in the dispute.
2. Propose a mediated discussion at a mutually convenient time.
3. Simplify our communication by establishing a primary point of contact.
4. Agree on a timeline for resolution to ensure prompt attention.

I believe that by taking these actions, we can work towards a solution that is acceptable to both parties. I am open to discussing alternative proposals if you have different ideas.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]