

# Letter of Amicable Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a matter concerning the contract dated [Insert Date], regarding [Brief Description of the Contract]. It has come to my attention that there has been a breach of this contract in the following manner: [Describe the Breach].

In the spirit of maintaining a positive relationship and finding an amicable resolution, I would like to discuss potential remedies for this situation. I believe that it is in both of our interests to resolve this matter without further escalation.

I propose we schedule a meeting or call to discuss this issue further. Please let me know your availability, and I will do my best to accommodate. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]