

Confirmation of Dispute Resolution Meeting

Date: [Insert Date]

Dear [Recipient's Name],

This letter is to confirm the scheduling of a dispute resolution meeting regarding the contract between [Your Company Name] and [Recipient's Company Name].

Meeting Details:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Meeting Location]

We kindly ask that you prepare any relevant documents and information pertinent to the discussed matters. Please confirm your attendance by [Insert RSVP Deadline].

We appreciate your cooperation and look forward to resolving this matter amicably.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]