

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intent to resolve the ongoing contract conflict between us amicably. It is my belief that both parties can benefit from a constructive dialogue, and I am keen to work towards a solution that respects our mutual interests.

To this end, I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know a suitable time for us to meet or converse over the phone.

Thank you for considering this proposal. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title/Position]