

Proposal for Alternative Dispute Resolution

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a method of Alternative Dispute Resolution (ADR) to address the current issues arising in our contract [Contract Name/Number]. Given the complexities and challenges of traditional litigation, I believe that ADR could provide a more efficient and amicable resolution to our disputes.

This proposal aims to outline the advantages of engaging in ADR, which may include:

- Reduced costs and time compared to litigation
- Confidentiality of the proceedings
- Flexibility in finding a resolution that satisfies both parties
- The opportunity to maintain business relationships

I suggest scheduling a meeting to discuss this proposal further and explore the various ADR options available, such as mediation or arbitration. Please let me know your availability for a conversation within the next week.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]