

Resolution Plan for Business Dispute

Date: [Insert date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to address the recent dispute between [Your Company Name] and [Recipient's Company Name], which has arisen due to [briefly describe the nature of the dispute].

Objective

The purpose of this resolution plan is to outline the steps we believe will help both parties reach a satisfactory agreement and restore our working relationship.

Proposed Steps

1. Initial Meeting: Schedule a meeting on [insert date] to discuss the dispute openly.
2. Identify Core Issues: Both parties will outline their key concerns regarding the dispute.
3. Explore Solutions: Collaboratively discuss potential solutions and compromises.
4. Draft Agreement: After reaching a consensus, create a written agreement to formalize the resolution.
5. Follow-Up: Set a date for follow-up to ensure that the resolution is implemented effectively.

Conclusion

We are committed to resolving this matter amicably and believe that through open communication, we can find a solution that satisfies both parties. Please feel free to contact me at [Your Contact Information] to discuss this further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]