

Payment Dispute Resolution Offer

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Dispute Resolution Offer

I am writing to address the ongoing dispute regarding the payment of [specific amount] for [specific service/product]. As we strive to maintain a positive and professional relationship, I would like to propose a resolution to this matter.

I understand there may have been misunderstandings regarding [briefly explain the nature of the dispute]. To resolve this issue amicably, I am offering the following options:

- Option 1: [Describe the first option for resolution]
- Option 2: [Describe the second option for resolution]
- Option 3: [Describe the third option for resolution, if applicable]

We believe these options can lead to a fair conclusion, and we are open to discussing any other suggestions you may have. Please let me know your preference by [insert deadline for response].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]