[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Proposal for Dispute Resolution Framework**

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”). To ensure efficient and collaborative resolution of potential disputes under the Agreement, we propose implementing a clear dispute resolution framework.

The proposed framework aims to minimize disruption, promote fairness, and provide a structured process for resolving disagreements. The key components of this framework are as follows:

1. Negotiation Phase:
   1. Parties will engage in good faith negotiations to resolve disputes within [NUMBER] days of a written notice of dispute.
   2. Designated representatives from both parties will participate in discussions to achieve resolution.
2. Mediation Phase (if negotiation fails):
   1. Disputes unresolved through negotiation will proceed to mediation facilitated by a neutral third-party mediator.
   2. Mediation will occur within [NUMBER] days of a failed negotiation, with costs shared equally by both parties.
3. Arbitration or Litigation (as a final resort):
   1. If mediation does not resolve the dispute, parties will proceed to [*binding arbitration/litigation*] as specified in the Agreement.
   2. Arbitration will be conducted in accordance with [RULES OR GOVERNING BODY] and in [LOCATION].

We believe this framework will foster timely and cost-effective resolutions while preserving the business relationship between our organizations.

Please review this proposal and provide your feedback or counter-suggestions by [DATE]. We are open to discussing adjustments to tailor the framework to our mutual needs.

We look forward to your response and to finalizing an effective dispute resolution process. Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]