**DISPUTE RESOLUTION LETTER**

[Your name and address]

[neighbor’s name]

[Address/"Delivered by hand"]

[Date]

Dear [name/if unknown, address as "dear neighbor"]

**Subject:** Dispute over [insert brief description here]

I am writing regarding the ongoing dispute over [description of your dispute in a little more detail].

I have tried to approach you in person on this subject, but I feel a letter may be more beneficial. I am keen to resolve this issue amicably and as quickly as possible. Therefore, I would like to suggest a meeting at [location – e.g. a local cafe or other neutral space] on [date] at [time]. Please let me know if you are able to attend.

I am keen to settle this issue - as I am sure you are too. I look forward to seeing you on [date].

Yours sincerely,

[Your signature]