

## Resolution Letter Format - Example

[Your Name]  
[Your Position/Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Resolution Letter

Dear [Recipient's Name],

I trust this letter finds you well. I am writing to propose a resolution concerning the ongoing issue of [briefly state the issue or matter].

Resolution Details:

1. **Background Information:**
  - The issue at hand revolves around [provide a concise overview of the issue or matter that requires resolution].
2. **Proposed Resolution:**
  - To address this matter, I propose [clearly outline the proposed resolution or solution].
3. **Justification:**
  - The rationale behind this proposal is [explain the reasoning behind the proposed resolution and why it is deemed appropriate and necessary].
4. **Implementation Plan:**
  - The steps required for effective implementation include [discuss the actions needed to implement the resolution, including timelines and responsible parties].
5. **Desired Outcome:**
  - The desired outcome of this resolution is [clearly state the goal or outcome expected after implementing the proposed resolution].
6. **Support and Cooperation:**

- I am committed to providing support and cooperation to ensure the successful implementation of this resolution and encourage collaboration from all parties involved.

I believe that this proposed resolution will not only address the current issue but also contribute to the overall improvement and harmony within our organization.

Please take the time to review the details of the proposed resolution, and I welcome any feedback or suggestions you may have. Your input is crucial to finalizing this resolution process.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]