

Resolution Letter Format - Template

[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 hope this letter finds you well. I am writing to propose a resolution regarding [briefly state the issue or matter].

Resolution Details:

1. Background Information: [Briefly describe the issue or matter that requires resolution.]
2. Proposed Resolution: [Clearly outline the proposed resolution or solution to address the issue.]
3. Justification: [Explain the rationale behind the proposed resolution and why it is appropriate and necessary.]
4. Implementation Plan: [Discuss the steps or actions required to implement the resolution effectively, including timelines and responsible parties.]
5. Desired Outcome: [Clearly state the desired outcome or goal of implementing the proposed resolution.]
6. Support and Cooperation: [Express willingness to collaborate and provide support to ensure the successful implementation of the resolution.]

I believe that the proposed resolution outlined above will effectively address the [issue or matter] and contribute to the overall success and harmony within our organization.

Please review the proposed resolution and provide your feedback and input at your earliest convenience. Your insights and perspectives are valuable in finalizing the resolution process.

Thank you for your attention to this matter. I look forward to your response and working together towards a positive outcome.

Sincerely,

[Your Name]

[Your Position/Title]