

Cooperative Agreement Dispute Resolution Request

Subject: Request for Dispute Resolution Under Cooperative Agreement

Dear [Partner Name],

I am writing to formally invoke the dispute resolution procedures outlined in Section [X] of our cooperative agreement dated [date]. Despite good-faith efforts to resolve this matter informally, we have been unable to reach a mutually acceptable solution regarding [specific issue or disagreement].

The dispute concerns [detailed description of the issue, including relevant facts, dates, and circumstances]. Our interpretation of the agreement is that [your position], based on [specific clauses or provisions]. However, it appears your organization holds a different view, creating an impasse that affects [describe impact on the partnership or project].

We have attempted to resolve this through [list previous resolution attempts: direct discussions, emails, meetings] without success. The continued disagreement is creating [describe negative consequences: delays, increased costs, damaged relationships, compromised outcomes].

According to our agreement's dispute resolution clause, the next step is [mediation/arbitration/steering committee review/other specified process]. We formally request that this process be initiated within [timeframe specified in agreement]. We propose [name] as our designated representative for these proceedings.

We remain committed to finding a fair resolution that preserves our partnership while addressing the legitimate concerns of both parties. Our preferred outcome would be [describe ideal resolution], but we are open to alternative solutions that satisfy the spirit of our cooperative agreement.

Please confirm receipt of this request and your agreement to proceed with the dispute resolution process. We should schedule the initial session for no later than [date]. In the meantime, we will continue to fulfill all other obligations under the agreement.

We hope this formal process will provide a structured path to resolution and allow us to move forward constructively.

Respectfully,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]

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