

Client Conflict Mediation Letter

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Mediation of Client Conflict

Dear [Client's Name],

I hope this message finds you well. I am reaching out to address the recent conflict that has arisen between you and [Other Party's Name]. It is important for us to resolve this matter amicably and efficiently.

As a first step, I propose that we schedule a mediation session to discuss the issues at hand and work towards a mutually beneficial resolution. Mediation provides a safe space for both parties to express their concerns and seek a constructive way forward.

Please let me know your availability for the coming week, and I will do my best to accommodate. I believe that with open dialogue, we can settle this matter satisfactorily.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]