

Organizational Conflict Intervention Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We are writing to formally address an ongoing conflict within our organization that has been impacting our team dynamics and overall productivity. After careful consideration, we believe it is essential to initiate an intervention process to address these concerns effectively.

Specific Issues Identified:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

We propose scheduling a meeting to discuss this matter further and explore potential resolutions. We believe that with the right facilitation, we can work towards a constructive outcome that benefits all parties involved.

Suggested dates for the meeting are as follows:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

Thank you for your attention to this important matter. We look forward to your prompt response and hope to collaborate in finding a resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]