

# Departmental Conflict Discussion

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Department Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a matter of concern that has arisen within our department regarding [specific issue or conflict]. It is important for us to communicate openly and work collaboratively to resolve this situation.

To facilitate a constructive dialogue, I would like to propose a meeting on [insert date and time] in [insert location or platform for virtual meeting]. This will allow us to discuss our perspectives and work towards a solution that benefits the team and our objectives.

Please let me know if this time works for you or if there is an alternative that would be more convenient.

Thank you for your attention to this matter. I look forward to our discussion and believe we can move forward positively.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Department]