

Conflict Management Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion on Conflict Management

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some ongoing conflicts that we have been experiencing in our team and to propose a discussion aimed at resolving these issues.

It has come to my attention that there have been misunderstandings regarding [briefly mention the specific issues]. I believe that open communication can help us navigate through this situation effectively.

I would like to suggest that we schedule a meeting to discuss these matters further. Please let me know your availability next week so we can work together towards a positive resolution.

Thank you for considering this proposal. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]