

Conflict Resolution Request

Date: [Insert Date]

From: [Your Name]

To: [Recipient's Name]

Subject: Request for Conflict Resolution

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request assistance in resolving a conflict that has arisen regarding [briefly describe the issue].

The situation has caused [explain the impact of the conflict, emotionally or practically], and I believe it is in our best interest to address this matter collaboratively.

I would appreciate the opportunity to discuss this with you further. I propose we arrange a meeting at your earliest convenience to explore ways to resolve this issue amicably.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]