

Letter of Invitation to Formal Conflict Resolution Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Invitation to Conflict Resolution Meeting

Dear [Recipient's Name],

I hope this message finds you well. In light of the recent issues that have arisen between us, I would like to invite you to a formal conflict resolution meeting. The purpose of this meeting is to discuss our differences in a constructive and respectful manner, with the hope of reaching a mutual understanding and resolution.

Details of the Meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Please confirm your availability for this meeting at your earliest convenience. Your participation is important to achieve a collaborative outcome.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]