

Conflict Resolution Letter

Date: [Insert Date]

To: [Freelancer's Name]

From: [Your Name]

Subject: Conflict Resolution Regarding [Project Name]

Dear [Freelancer's Name],

I hope this message finds you well. I am reaching out to address the concerns that have recently arisen regarding our collaboration on [Project Name]. It is important to me that we work together effectively, so I believe it is essential to discuss the situation and find a resolution.

To outline the issue, [briefly describe the conflict or misunderstanding]. I understand that this may have caused some frustration, and I apologize for any miscommunication that occurred.

I value our collaboration and hope we can resolve this matter amicably. I propose that we schedule a meeting to discuss our concerns further. My availability is [insert your available dates and times]. Please let me know which time works best for you, or feel free to suggest an alternate time.

Thank you for your understanding, and I look forward to resolving this matter together.

Best regards,

[Your Name]

[Your Contact Information]