

Conflict Resolution Letter Template

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Conflict Resolution Regarding Freelance Terms of Service

Dear [Client's Name],

I hope this message finds you well. I am writing to address a recent conflict that has arisen concerning the terms of service in our freelance agreement dated [Insert Date].

As per our agreement, I believe it is essential to clarify my position on the matter:

1. [State the issue clearly]
2. [Provide context or evidence if necessary]
3. [Outline any attempts you've made to resolve this issue previously]

To find a constructive resolution, I propose the following steps:

1. [Propose a resolution method, e.g., a meeting, discussion, etc.]
2. [Suggest a timeframe for resolution]

I believe through open communication, we can arrive at an amicable resolution that suits both parties. Please let me know your thoughts on this matter at your earliest convenience.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]