

Client Engagement and Conflict Awareness

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We appreciate the opportunity to work with you and value our relationship. As we move forward, it is essential to communicate our commitment to addressing any potential conflicts that may arise during our collaboration.

Purpose of Engagement: Our goal is to ensure that all parties are aligned and working towards a common objective. We believe open communication is key to a successful partnership.

Conflict Resolution Process: Should any disagreements or misunderstandings occur, we encourage you to reach out directly to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number]. We are committed to resolving issues promptly and professionally.

Thank you for your continued trust in our services. We look forward to a productive partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]