

Reconciliation Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the recent policy-related issues that have arisen between our organizations. It is essential for us to find common ground and ensure a harmonious working relationship moving forward.

We value our collaboration and the objectives we aim to achieve together. However, I recognize that the differences in our policy interpretations have created some misunderstandings that we must resolve.

To that end, I propose a meeting to discuss our perspectives in detail and explore solutions that will benefit both parties. Please let me know your availability so we can work towards a resolution.

Thank you for your understanding and cooperation. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]