

Dear [Recipient's Name],

Thank you for bringing the calendar conflicts to my attention. I acknowledge the discrepancies regarding the scheduled events on [specific dates]. I appreciate your understanding and flexibility as we work to resolve these issues.

I will review the schedule and propose alternative dates for our meetings. Please let me know your availability so we can find a suitable solution.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]