

Letter of Understanding

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Understanding of Triggering Remarks

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal understanding regarding the remarks that may trigger certain responses or feelings in our future interactions.

It has come to my attention that specific phrases or topics may have a heightened sensitivity for you. In our efforts to foster a positive and respectful environment, I am committed to avoiding any language that could be perceived as triggering.

Specifically, I understand that the following remarks may affect you:

- [Example Remark 1]
- [Example Remark 2]
- [Example Remark 3]

I appreciate your openness in discussing this matter, and I am willing to work together to ensure that our communication remains constructive and supportive.

Please feel free to reach out if you have any additional thoughts or need further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]