

# Discussion Request for Workplace Dispute

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss a workplace dispute that has arisen between myself and [Other Party's Name]. I believe that addressing this matter through open dialogue will be beneficial to both parties and the overall work environment.

The issue at hand pertains to [briefly describe the nature of the dispute]. I feel that it is important to resolve this situation promptly to maintain a positive and productive workplace.

Could we schedule a time to meet within the next week? I am available on [insert available dates and times]. Please let me know what works best for you.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]