

Letter Template for Addressing Interpersonal Conflict

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Addressing Our Recent Conflict

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the conflict that arose between us regarding [briefly describe the conflict]. It is important to me that we communicate openly and work towards understanding each other better.

Phase 1: Acknowledgment

I acknowledge that the situation has caused [describe feelings or impact], and I appreciate your perspective on the matter.

Phase 2: Expression of Feelings

I feel [insert your feelings about the situation], and it is important for me to share this with you.

Phase 3: Understanding

I want to understand your viewpoint better. Could you please share your thoughts about the situation? I believe that discussing this will help us find common ground.

Phase 4: Resolution

Moving forward, I suggest we [outline possible solutions or compromises]. I am open to any suggestions you might have as well.

Thank you for considering this. I am hopeful that we can resolve this matter amicably.

Sincerely,
[Your Name]