

# Collaborative Conflict Resolution Process

Date: \_\_\_\_\_

To: [Recipient's Name]

From: [Your Name]

## **Subject: Proposal for Collaborative Conflict Resolution**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent conflict regarding [briefly describe the issue]. It is important for us to find a constructive way to resolve our differences, and I would like to propose a collaborative conflict resolution process.

### **Step 1: Identify the Issue**

Let us clearly articulate our concerns regarding [specific points of conflict]. This will help both parties understand the core issues at stake.

### **Step 2: Set a Meeting**

I suggest that we schedule a meeting at a mutually convenient time. Please let me know your availability for the week of [insert dates].

### **Step 3: Discuss Perspectives**

During our meeting, we will each have the opportunity to share our perspectives and feelings about the situation. Respectful listening will be crucial.

### **Step 4: Brainstorm Solutions**

We will collaborate to brainstorm potential solutions that are acceptable to both parties and work towards a win-win outcome.

### **Step 5: Agree on a Plan**

Finally, we will agree on the best course of action and outline a plan to implement our solution.

I believe that by working together, we can resolve this conflict amicably and preserve our relationship. I look forward to your response and hope we can proceed with this process.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]