

Internal Conflict Resolution Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Conflict Resolution Discussion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a concern that has arisen between us regarding [briefly describe the conflict]. I believe that open communication is essential for resolving this issue effectively.

I have noticed that [describe specific instances of the conflict]. I feel that this has affected [mention any impacts on work, team dynamics, etc.]. It is important for us to address these matters directly to ensure a harmonious working environment.

I would like to propose a meeting where we can discuss this situation openly. I believe that by sharing our perspectives, we can work towards a resolution that is satisfactory for both of us. Please let me know your available times so we can arrange a convenient meeting.

Thank you for taking the time to consider my thoughts. I am confident that together we can move forward positively.

Looking forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]