

Conflict Resolution Meeting Invitation

Date: [Insert Date]

To: [Subcontractor's Name]

Subject: Invitation to Conflict Resolution Meeting

Dear [Subcontractor's Name],

We hope this message finds you well. As we value our partnership and the ongoing work on [Project Name], we would like to address some recent concerns that have arisen.

We invite you to a conflict resolution meeting to discuss the following matters:

- [Briefly describe the first issue]
- [Briefly describe the second issue]
- [Add more issues as necessary]

Meeting Details:

Date: [Insert Meeting Date]

Time: [Insert Meeting Time]

Location: [Insert Meeting Location/Virtual Link]

We believe that through open communication, we can resolve these issues amicably and strengthen our collaboration. Please confirm your availability for the proposed date and time.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]