

Conflict Resolution Letter

Date: [Insert Date]

To: [Volunteer's Name]

From: [Your Name]

Subject: Conflict Resolution

Dear [Volunteer's Name],

I hope this message finds you well. I am writing to address the recent conflict that arose during [specific event or situation]. It is important to acknowledge the concerns that have been raised and to ensure we work towards a constructive resolution.

To facilitate an open dialogue, I propose we meet on [insert date] at [insert time] to discuss the matter further. Please feel free to share your thoughts and any specific issues you would like to address during our meeting.

Our volunteers are the backbone of our organization, and I believe that by working together, we can resolve this issue amicably and strengthen our team.

Thank you for your understanding and cooperation. I look forward to our conversation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]