

# Volunteer Dispute Resolution Notice

Date: [Insert Date]

To: [Volunteer Name]

Address: [Insert Address]

Dear [Volunteer Name],

We hope this message finds you well. We are writing to address a concern that has come to our attention regarding a recent dispute during your volunteer service with [Organization Name].

It has been reported that there was an incident on [Insert Date of Incident] involving [Brief Description of the Dispute]. We take such matters seriously and aim to resolve them fairly and promptly.

In order to resolve this issue, we would like to invite you to a meeting on [Insert Date and Time] at [Insert Location/Platform]. This meeting will provide an opportunity for you to share your perspective and for us to discuss possible resolutions.

Please confirm your availability for the meeting by [Insert Deadline]. If you are unable to attend, we can arrange an alternative time or consider your written statement regarding the matter.

We appreciate your dedication as a volunteer and your understanding in this matter. Our goal is to ensure that all volunteers feel respected and valued in their roles.

Thank you for your attention to this important matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]