

# Conflict Discussion Facilitation Request

Date: [Insert Date]

To: [Volunteer Name]

From: [Your Name]

Subject: Request for Conflict Discussion Facilitation

Dear [Volunteer Name],

I hope this message finds you well. I am reaching out to address a concern that has arisen within our volunteer team regarding [briefly describe the conflict]. In the spirit of maintaining a positive and collaborative environment, I believe it is essential to have an open discussion to resolve this matter.

I would like to propose a meeting to facilitate a constructive dialogue between the involved parties. My goal is to ensure that everyone's perspective is heard and to work towards a resolution that benefits the team as a whole. Please let me know your availability for this discussion within the next week, so we can coordinate a suitable time for everyone.

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

Best regards,

[Your Name]

[Your Position/Role]

[Your Contact Information]