

Conflict Management Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Conflict Management

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a conflict that has arisen within our organization regarding [briefly describe the issue]. This situation has begun to affect our team's morale and productivity.

To ensure we maintain a positive work environment and foster collaboration, I propose a meeting to discuss the matter further. I believe that open communication will help us find a resolution that is satisfactory for all parties involved.

Could we schedule a time to meet in the following days? I am available on [insert available dates/times], but I am open to other suggestions as well.

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful we can resolve this issue effectively.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]