

# Notice of Conflict Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you regarding the recent conflict that has arisen between [describe the parties involved or the issue]. We believe it is important to address this matter promptly to find a mutually agreeable resolution.

To this end, we propose a meeting on [insert proposed date and time] at [insert location] to discuss the issue further. During this meeting, we aim to understand each other's perspectives and work together to reach a constructive solution.

Please confirm your availability for the proposed meeting or suggest an alternative date and time that may work better for you.

We appreciate your attention to this matter and look forward to resolving it amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]