

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Confirmation of Attendance for Conflict Resolution Meeting**

Dear [Recipient's Name],

This letter is to confirm my attendance at the conflict resolution meeting scheduled on [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location].

I appreciate the opportunity to participate in this discussion and look forward to finding a constructive resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]