

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our recent conflict resolution meeting held on [Date of Meeting]. I appreciate the opportunity to discuss our concerns and work towards a mutually beneficial solution.

As we discussed, our key points of concern included [Briefly List Key Concerns]. I believe we made progress on these issues, and I am optimistic about the solutions we proposed.

I would like to confirm our next steps, as discussed, including [Outline Next Steps]. Please let me know if you have any additional thoughts or if further clarification is needed.

Thank you once again for your willingness to engage in this important conversation. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]