

# Conflict Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resolution of Conflict Regarding [Event Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent conflict regarding [specific issue related to the event, e.g., scheduling, roles, or expectations] for the upcoming [Event Name] scheduled on [Event Date].

It has come to my attention that there are differing perspectives on [describe the conflict briefly]. I value our collaboration and believe that with open communication, we can find a favorable resolution for all parties involved.

To move forward, I propose the following solution: [Outline your proposed solution or steps to resolve the conflict]. I am open to discussing any other suggestions you may have that could lead to a satisfactory outcome.

Please let me know your thoughts at your earliest convenience. I appreciate your willingness to work together in resolving this matter amicably.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]