

Conflict Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a concern that has arisen regarding the upcoming [Event Name] scheduled for [Event Date]. It has come to our attention that there is a potential conflict involving [details of the conflict].

We value our collaboration and want to ensure that this event is a success for all parties involved. To this end, I propose we meet to discuss possible solutions that would satisfy both sides. I am available on [insert dates and times] and hope we can find a time that works for you as well.

Please let me know your availability, and I look forward to resolving this matter amicably.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]