

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 the recent conflict regarding our private event scheduled for [Date of Event] at [Location].

It has come to my attention that there is a scheduling overlap with another event, and I believe it is important for us to find a resolution that works for all parties involved.

I would like to propose several options to move forward:

- Option 1: [Describe option]
- Option 2: [Describe option]
- Option 3: [Describe option]

Please let me know your thoughts on these options or if you have any alternative suggestions. I am confident that we can come to an amicable agreement.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Contact Information]