

# Job Role Clarification Mediation

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Job Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some confusion regarding job roles within our project team on [Project Name]. It has come to my attention that there are overlapping responsibilities that need clarification to ensure efficient workflow and collaboration.

Specifically, [briefly outline the roles in question and the specific areas of overlap or confusion]. To facilitate a productive discussion, I propose that we arrange a meeting to clarify these roles and responsibilities. This will help us align our efforts and enhance our team dynamics.

Please let me know your availability for a meeting in the coming week. I appreciate your cooperation and look forward to resolving this matter together.

Thank you for your attention to this important issue.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Contact Information]  
[Company/Organization Name]