

Social Club Conflict Resolution Procedure

Date: [Insert Date]

To: [Insert Member's Name]

Address: [Insert Member's Address]

Dear [Member's Name],

We hope this letter finds you well. We are writing to address a matter that has arisen within the Social Club involving your recent interactions with other members. Our goal is to ensure a positive and welcoming environment for all members, and we believe that open communication is key to resolving any conflicts.

Steps for Conflict Resolution

1. **Initial Meeting:** We encourage you to have a private discussion with the member(s) involved to express your concerns and seek understanding.
2. **Mediation:** If the issue persists, we can arrange a mediation session with a neutral party from the club to facilitate the discussion.
3. **Formal Review:** Should the conflict remain unresolved, a formal review can be requested by submitting a written request to the club committee.

We urge you to take these steps promptly to help restore harmony within our club. Your cooperation and willingness to resolve this matter are greatly appreciated.

Thank you for your attention to this important issue. Please let us know if you have any questions or wish to proceed with any of the steps outlined above.

Sincerely,
[Your Name]
[Your Position]
[Social Club Name]
[Contact Information]