

# Conflict Resolution Letter Template

Date: [Insert Date]

To: [Consultant's Name]

Address: [Consultant's Address]

City, State, Zip Code: [Consultant's City, State, Zip]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to address a conflict that has arisen concerning our consulting agreement dated [Insert Date of Agreement]. It has come to my attention that [describe the nature of the conflict briefly].

In accordance with our agreement's conflict resolution clause, I propose that we initiate a constructive dialogue to address this issue. I believe that open communication is essential to understanding each other's perspectives and finding a resolution that is mutually beneficial.

To that end, I suggest we schedule a meeting at your earliest convenience. Please let me know a time that works for you, and I would be happy to accommodate.

Thank you for your attention to this matter. I am confident that we can resolve this issue together amicably.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]