

# Escalation of Team Conflict

Date: [Insert date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Team Conflict for Mediation

Dear [Recipient's Name],

I am writing to formally escalate an ongoing conflict between [Team Member 1] and [Team Member 2] that has not been resolved at the team level despite our efforts to mediate.

The main issues include:

- [Briefly describe the first issue]
- [Briefly describe the second issue]
- [Briefly describe any other relevant issues]

Attempts to address these issues internally through team meetings and one-on-one discussions have not led to a satisfactory resolution. Therefore, I believe it is necessary to involve a neutral third party for mediation.

We request your assistance in scheduling a mediation session at your earliest convenience. Our goal is to foster a collaborative environment and restore effective communication within the team.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]