

# Request for Feedback on Conflict Resolution Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your feedback regarding the recent conflict resolution meeting held on [Date] about [Brief Description of the Conflict]. Your insights are invaluable in helping us assess the effectiveness of the meeting and improve our processes.

Specifically, I would appreciate your thoughts on the following points:

- Was the process clear and understandable?
- Were the participants respectful and open to discussion?
- Do you feel that your concerns were adequately addressed?
- Suggestions for improvement moving forward.

Your feedback is essential in ensuring that we effectively resolve conflicts and foster a collaborative environment. Please reply to this email by [Response Deadline].

Thank you for your time and cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Department]  
[University Name]