

University of [University Name]

Date: [Insert Date]

Dear [Recipient's Name],

This is to inform you that a conflict resolution meeting has been scheduled regarding [brief description of the issue]. The details of the meeting are as follows:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

We encourage your participation in this meeting as it provides an opportunity to resolve the matter collaboratively. Please confirm your attendance by [Insert Confirmation Deadline].

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

University of [University Name]

[Your Contact Information]