

# Request for Conflict Resolution Meeting

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Current Date]

**To:**

[Recipient Name]

[Title/Position]

[University Name]

[University Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a conflict resolution meeting regarding [brief description of the issue]. I believe that an open dialogue could help address the concerns and lead to a constructive resolution.

I am available for a meeting at your earliest convenience and would appreciate the opportunity to discuss this matter in more detail. Please let me know your available times, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Student ID if applicable]