

Subject: Scheduling Conflict for Communal Area Usage

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a scheduling conflict that has arisen regarding the use of the communal area.

As per our previous communications, the communal area was reserved for [specific date and time] for [event/purpose]. However, I recently discovered that another group has also scheduled the space for the same date and time.

I believe it is crucial for us to come together and discuss a possible resolution that accommodates both parties. I suggest we meet on [proposed date and time] to come up with a fair solution.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]