

# Partnership Conflict Resolution Agreement

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

## Subject: Conflict Resolution Action Plan

Dear [Partner's Name],

We are writing to address recent conflicts that have arisen in our partnership. It is important to us to resolve these issues amicably and professionally. Below is a summary of the conflict, followed by our proposed action plans to move forward positively.

### Conflict Summary

[Briefly describe the main points of conflict.]

### Action Plan

1. **Open Communication:** Schedule a meeting on [insert date] to discuss our perspectives and grievances in an open forum.
2. **Set Boundaries:** Establish clear roles and responsibilities for both partners by [insert deadline].
3. **Seek Mediation:** If conflicts persist, agree to involve a neutral third-party mediator by [insert date].
4. **Regular Check-ins:** Implement bi-weekly meetings to monitor progress and address any emerging issues.
5. **Follow-up Agreement:** Draft a follow-up agreement outlining our commitments, to be reviewed on [insert date].

We believe that these steps will help us in fostering a stronger partnership and enhancing our collaboration moving forward. Please review this proposal and let us know your thoughts.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]