

Partnership Conflict Resolution Letter

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Conflict Resolution regarding [Specific Issue]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally address a concern that has arisen in our partnership regarding [briefly describe the specific issue]. I believe it is important for us to resolve this matter amicably and maintain the integrity of our collaboration.

- 1. Issue Description:** [Provide details about the issue, including relevant dates, events, and impacts on the partnership.]
- 2. Relevant Policies/Agreements:** [Reference any relevant agreements or policies that pertain to the situation.]
- 3. Proposed Solutions:** [Outline any potential solutions you believe could address the issue effectively.]
- 4. Next Steps:** I would appreciate the opportunity to discuss this matter further. Please let me know a suitable time for us to meet and come to a resolution.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]