

Partnership Conflict Resolution Letter

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Role Clarification and Conflict Resolution

Dear [Partner's Name],

I hope this message finds you well. I am writing to address some discrepancies regarding our roles within the partnership that have led to confusion and tension. It is crucial for the success of our business that we clarify our responsibilities and expectations.

After reflecting on our recent discussions, I believe it would be beneficial for us to outline our specific roles as follows:

- **[Your Role]:** [Description of your role and responsibilities]
- **[Partner's Role]:** [Description of partner's role and responsibilities]

If you feel there are areas that need adjustment or if you have any concerns, I encourage you to share them so we can find a mutual agreement moving forward. I believe that open communication will help us resolve any misunderstandings and enhance our collaboration.

Let's schedule a meeting to discuss this in detail. I am confident we can come to a resolution that works for both of us.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]