

Partnership Conflict Resolution Framework

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Partnership Conflict Resolution

Dear [Partner's Name],

I hope this message finds you well. I am writing to address a conflict that has arisen between us regarding [briefly describe the issue]. I believe it is essential for us to work collaboratively to resolve this matter in a constructive manner.

1. Acknowledge the Issue

It is important that we both understand and acknowledge the issue at hand. [Describe the issue and its impact on the partnership.]

2. Open Dialogue

I propose that we schedule a meeting to openly discuss our perspectives. Please let me know your availability so that we can set a time that works for both of us.

3. Conflict Resolution Steps

1. Identify and discuss the root causes of the conflict.
2. Explore potential solutions together.
3. Agree on actionable steps to implement the chosen solution.
4. Set a timeline to review progress and adjustments.

4. Commitment to Resolution

I am committed to working with you to resolve this matter amicably and strengthen our partnership moving forward.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]