

Conflict Resolution Escalation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Conflict Resolution Process

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the escalation of the conflict resolution process regarding [brief description of the issue]. Despite our previous discussions and efforts to resolve the matter at hand, we have not reached a satisfactory conclusion.

As per our escalation policy, I believe it is necessary to involve [Next Level of Authority or Mediator's Name] to facilitate the resolution process. I have attached a summary of our previous discussions and outcomes for your reference.

Please let me know a convenient time for [Next Level of Authority or Mediator's Name] to meet with both parties and discuss the situation further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]