

Conflict Resolution Initiation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Initiation of Conflict Resolution Process

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally initiate the conflict resolution process regarding [briefly describe the issue].

As we both understand, this matter has caused some misunderstandings, and I believe it is essential to address our concerns collaboratively.

I suggest we schedule a meeting to discuss this issue further and explore possible solutions. Please let me know your availability for the upcoming days.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]