

Conflict Resolution Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding our upcoming conflict resolution meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

We encourage all parties involved to come prepared to discuss the issues at hand and work collaboratively towards a resolution.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]