

# Interdisciplinary Coordination Letter

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

Subject: Request for Coordination Meeting to Resolve Conflicts

We hope this message finds you well. As part of our ongoing collaboration on the [Project Name], we have encountered several interdisciplinary conflicts that require immediate resolution to ensure the project remains on schedule and within budget.

To facilitate a constructive dialogue among all involved parties, we propose a coordination meeting on [Proposed Date and Time]. The agenda will focus on:

- Identifying specific points of conflict
- Discussing potential solutions
- Assigning responsibilities for implementation of agreed-upon actions

Your expertise and input will be invaluable to this process. Please confirm your availability for the proposed date, or suggest an alternative that works better for you.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]