

Collaborative Resolution Agreement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Collaborative Resolution Approach

Dear [Recipient Name],

We hope this message finds you well. In light of our recent discussions regarding [specific issue or conflict], we believe that a collaborative resolution approach will be beneficial for both parties involved.

Our proposed steps moving forward are as follows:

1. Establish a joint meeting to discuss the concerns openly.
2. Identify common interests and objectives.
3. Generate options for mutual gain.
4. Agree on acceptable solutions and action steps.

We are committed to working together to resolve this matter amicably and efficiently. Please let us know your available times for our initial meeting, and any other thoughts you might have regarding this approach.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]