

Conflict Resolution Letter

From: [Your Name]

Date: [Date]

To: [Recipient's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent situation that has created some tension between us regarding [brief description of the conflict]. It is important for us to resolve this conflict in a constructive manner.

To ensure we have a clear understanding, here are the main points of contention:

- [Point 1]
- [Point 2]
- [Point 3]

I believe that by discussing these points openly, we can reach a solution that is acceptable to both of us. I suggest we schedule a meeting to go over this matter and find a way forward. Could you please let me know your availability for this discussion?

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]