

# Notification of Business Conflict

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification Regarding Business Conflict

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a potential conflict that has arisen concerning [specific business matter or project].

As you may be aware, [briefly describe the situation that led to the conflict]. This situation could potentially affect our ongoing relationship and I believe it is important to address it promptly.

I would like to schedule a meeting to discuss this matter further and explore potential solutions. Please let me know your availability for the upcoming week.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]