

Invitation to Conflict Resolution Meeting

Dear [Recipient's Name],

We are writing to invite you to a conflict resolution meeting to discuss the recent issues that have arisen. This meeting aims to facilitate open communication and find a resolution that is beneficial for all parties involved.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Your presence and input will be invaluable to ensure a constructive dialogue. Please confirm your attendance by [RSVP Date].

Thank you, and we look forward to seeing you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]