

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally invite you to a conflict resolution meeting regarding [brief description of the issue]. It is important for us to address this matter collaboratively to find a satisfactory resolution.

The proposed date and time for the meeting is [insert date and time]. We can meet at [insert location] or, if you prefer, we can arrange a virtual meeting via [insert platform].

Please let me know if the proposed time works for you or suggest another time that may be more convenient.

Thank you for your attention to this matter. I look forward to our discussion and finding a way forward together.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]