

# Letter of Introduction for Conflict Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce myself and address some personal conflicts that have arisen between us. I believe that open communication and understanding are key to resolving these issues.

It has come to my attention that there have been misunderstandings regarding [briefly describe the conflict]. I am committed to finding a resolution that is beneficial for both of us and promotes a positive atmosphere going forward.

I would appreciate the opportunity to discuss this matter further. Please let me know a time that is convenient for you to meet. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]