

Board Conflict Mediation Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this letter finds you well. As a member of the board, it has come to my attention that there may be some unresolved conflicts among us that are impacting our collaboration and decision-making process. In the spirit of fostering a harmonious working environment, I would like to propose a mediation session.

The session aims to provide a safe and structured space for all parties involved to express their concerns, facilitate open communication, and work towards finding mutually agreeable solutions. To ensure the effectiveness of this mediation, I suggest we schedule it for [Insert Proposed Date & Time], at [Insert Location or virtual link].

Please let me know your availability and whether you agree to proceed with this mediation. It is essential that we address these conflicts promptly to continue our important work on behalf of the organization.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]