

Date: [Insert Date]

[Your Name]

[Your Position]

[Board Name]

[Board Address]

Dear [Board Chair/Committee Name],

I am writing to formally request assistance in resolving a conflict that has arisen in our board discussions/meetings. The situation involves [briefly describe the parties involved and the nature of the conflict].

As a member of the board, I believe it is vital to maintain a collaborative and respectful atmosphere. I am committed to finding a constructive resolution that upholds the values of our organization.

I propose that we schedule a meeting to discuss this issue further. Please let me know your available times so we can find a suitable opportunity to address this matter comprehensively.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]