

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the recent conflict between us regarding [briefly describe the issue]. It's important to me that we work towards a resolution that respects both of our feelings and perspectives.

I acknowledge that [acknowledge the other person's feelings or viewpoint], and I appreciate your willingness to discuss this matter. I believe that open communication is key to understanding each other better.

To move forward, I propose that we [suggest a way to resolve the conflict, such as a meeting, open discussion, or compromise]. I am willing to [mention any concessions you are prepared to make] to ensure that we can find a mutually satisfying resolution.

Please let me know a convenient time for us to talk. I genuinely care about our relationship and am hopeful that we can work this out together. Thank you for taking the time to read my letter. I look forward to hearing back from you soon.

Warm regards,
[Your Name]