

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Company Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Conflict Resolution Request
I hope this message finds you well. I am writing to address a conflict that has arisen regarding [briefly describe the issue or conflict].
Background:
[Provide a brief overview of the context and details surrounding the conflict, including any relevant dates, events, or communications.]
Issue:
[Clearly outline the specific aspects of the conflict that need resolution.]
Resolution Proposal:
[Suggest possible solutions or compromises that could address the conflict. Be specific about what you hope to achieve.]
Next Steps:
[Indicate your willingness to discuss the matter further, propose a meeting, or provide additional information if needed.]
Thank you for your attention to this matter. I look forward to your response so we can work towards a resolution.
Sincerely,
[Your Name]
[Your Position/Title, if applicable]
[Your Organization, if applicable]