

Serious Conflict Resolution Meeting Proposal Letter

Subject: Proposal for Resolution Meeting

Dear [Recipient's Name],

I am writing to propose a meeting to address the concerns and misunderstandings that have recently arisen. It is important that we resolve these issues constructively to maintain a positive working relationship.

I suggest we meet on [Date] at [Time], at [Location/Platform]. The purpose of this meeting will be to listen, clarify, and agree on a way forward that serves all parties fairly.

Please confirm your availability so that we can take a step toward resolution together.

Sincerely,

[Your Name]

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