To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Advice on Resolving Conflict**

Dear Mr. / Mrs. [Name of the Recipient],

I appreciate your requesting me to resolve the conflict between you and your project manager, Eric Edwards. At workplaces, conflicts often take place due to differences of opinion. That’s not a big issue. However, the big issue is if the persons, among whom the conflict arises, fail to resolve it on time.

After you told me the whole story of how the conflict between you two started, I approached Eric to listen to his version of the story. I reached the conclusion that both of you are at mistakes and there is merely a misunderstanding between both of you.

I advise that this coming Thursday, all three of us should go out for a dinner and should try to resolve this issue between you two. Once again, I really appreciate your reaching out to me for the solution. Don’t worry, everything will be fine as I hope that we can resolve this matter as professionals.

Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]