

Subject: Request for Clarification Regarding Recent Conflict

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss a recent situation that has arisen and ensure we address it effectively.

It has come to my attention that there was some misunderstanding regarding [specific issue/conflict]. To move forward constructively, I believe it is crucial for us to clarify any misconceptions.

Could we schedule a time to discuss this in more detail? I am confident that by cooperating, we can find a resolution that satisfies all parties involved.

Thank you for your attention to this matter. I look forward to resolving this amicably.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]