

Client Relationship Mediation Letter

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Mediation of Client Relationship

I hope this message finds you well. I am writing to address some recent concerns that have arisen in our business relationship. It is of utmost importance to us that we maintain a positive and collaborative working environment.

To facilitate a constructive dialogue, I would like to propose a mediation meeting to discuss the issues at hand and explore potential solutions. I believe that with open communication, we can resolve our differences effectively.

Please let me know your availability for a meeting in the coming weeks. I am confident that we can address these matters amicably and continue to build a strong partnership moving forward.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]