

# Invitation to Mediation

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to invite you to participate in a mediation session regarding the ongoing commercial dispute between [Your Company] and [Recipient's Company]. We believe that mediation could provide an effective platform for both parties to discuss their concerns and work towards a satisfactory resolution.

The proposed date for mediation is [Proposed Date], and we suggest that it be held at [Proposed Location]. If this date is not convenient for you, please let us know your availability, and we will try our best to accommodate.

We sincerely hope you will consider this opportunity to resolve our differences amicably and in a collaborative manner. Please confirm your participation by [RSVP Deadline].

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

Best regards,

[Your Name]  
[Your Title]  
[Your Company]