

Invitation to Mediation

Dear [Recipient's Name],

I hope this message finds you well. As you are aware, we have encountered some disagreements regarding the terms of our contract dated [Contract Date] related to [Brief Description of the Contract]. In the spirit of resolving this issue amicably, I would like to invite you to participate in a mediation session.

The objective of this mediation is to discuss our differences and to seek a mutually agreeable solution. I believe that with open communication and collaboration, we can resolve our dispute effectively.

Please find the details of the proposed mediation session below:

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Proposed Location]
- **Mediator:** [Mediator's Name]

I kindly ask you to confirm your availability for this session by [Response Date]. If the proposed time is not convenient for you, please suggest an alternative date and time.

Thank you for your attention to this matter. I look forward to your response and hope we can come to a resolution together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]