

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to formally invite you to participate in a mediation process regarding the ongoing disagreement between [Your Company Name] and [Recipient's Company] related to [brief description of the issue].

The mediation aims to create a neutral and constructive environment where both parties can discuss their perspectives and work toward a mutually agreeable resolution. We believe this process can help us avoid further escalation and achieve a satisfactory outcome for both parties.

We propose to hold the mediation session on [insert proposed date] at [insert location/virtual platform]. If this date is not convenient for you, please suggest an alternative date, and we will do our best to accommodate.

We appreciate your consideration of this mediation invitation and look forward to your prompt response. Should you have any questions or require further details, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your City, State, Zip Code]