

Invitation to Mediation Consultation

Dear [Partner's Name],

We hope this message finds you well. As you are aware, we have encountered some challenges in our partnership that we believe can be resolved through open discussion and mediation. In the spirit of collaboration and mutual respect, we would like to invite you to a mediation session.

Details of the Mediation Session:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Mediator:** [Insert Mediator's Name and Credentials]

We strongly believe that a neutral mediator can help us reach a satisfactory resolution for both parties. Your participation is crucial, and we encourage you to consider this opportunity for a constructive dialogue.

Please confirm your attendance by [Insert Confirmation Deadline]. If the proposed date and time do not work for you, we are open to rescheduling.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]