

Stakeholder Mediation Communication

Date: [Insert Date]

To: [Stakeholder's Name]

From: [Your Name]

Subject: Mediation Communication Regarding [Specific Issue]

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to address the ongoing situation concerning [briefly describe the issue]. As we understand the importance of collaboration and open communication, we would like to initiate a mediation process to ensure that all parties involved can express their concerns and work towards a mutually beneficial resolution.

We propose to hold a mediation meeting on [insert date and time] at [insert location or indicate if it will be a virtual meeting]. This will be an opportunity for us to discuss the issues at hand openly and explore potential solutions that consider the interests of all stakeholders.

Please confirm your availability for the proposed date and time, or suggest an alternative that works better for you. Your insights and contributions are invaluable to this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]