

# Franchisee Conflict Mediation Notice

Date: [Insert Date]

To: [Franchisee Name]

From: [Franchisor Name]

## Subject: Mediation Process Regarding Conflict Resolution

Dear [Franchisee Name],

This letter serves as a formal notice regarding the conflict mediation process concerning the issues that have arisen between you and [Relevant Party/Franchisor]. We value our franchise relationships and strive to resolve conflicts amicably and efficiently.

### Mediation Process Steps:

1. **Initial Meeting:** We will schedule a meeting on [Insert Date/Time] to discuss the conflict and outline the mediation process.
2. **Mediator Selection:** A neutral third-party mediator selected by both parties will facilitate the discussions.
3. **Mediation Sessions:** Multiple sessions may be held, as needed, to reach an agreeable resolution.
4. **Resolution Agreement:** Should a resolution be reached, both parties will sign a binding agreement outlining the terms.

We encourage open and honest communication to reach a satisfactory resolution for both parties involved. Please confirm your availability for the initial meeting by [Insert Response Date].

Best Regards,

[Your Name]

[Your Title]

[Franchisor Name]

[Contact Information]