

Supplier Disagreement Mediation Notice

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Subject: Mediation Notice for Supplier Disagreement

Dear [Supplier's Name],

We are writing to formally notify you of our intention to mediate the ongoing disagreement regarding [brief description of the issue]. We believe that mediation could provide an opportunity to resolve this matter amicably.

The mediation session is proposed to take place on [insert proposed date] at [insert location or indicate if it will be virtual]. We hope that you will be able to participate.

Please confirm your availability for the proposed date or suggest an alternative that works for you by [insert response deadline].

We appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]