

Notification for Vendor Dispute Mediation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Person's Name],

We are writing to formally notify you of a dispute that has arisen between our companies regarding [briefly describe the issue, e.g., delivery delays, quality concerns, etc.]. In compliance with our agreement and to ensure the best outcome for both parties, we propose to enter into mediation.

Please find the details of the mediation session below:

- **Date:** [Insert Mediation Date]
- **Time:** [Insert Mediation Time]
- **Location:** [Insert Mediation Location or Virtual Link]

We believe that mediation will provide an opportunity for both parties to discuss the matter openly and work towards a mutually agreeable solution. Please confirm your availability for the proposed date and time.

If you have any questions or need further clarification, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]