

# Request for Mediation

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to formally request mediation regarding the ongoing disagreement we have encountered in relation to [briefly describe the issue, e.g., project scope, payment disputes, etc.].

Despite our efforts to communicate and resolve this matter amicably, it has become clear that a structured mediation process is necessary to reach a fair resolution. We believe that involving a neutral third party could assist us in finding a mutually acceptable outcome.

We propose the following potential dates for mediation: [list dates]. Please let us know your availability or suggest alternative dates that may work better for you.

Thank you for your attention to this matter. We look forward to your prompt response so we can move forward in resolving this issue effectively.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]