

Letter for Subcontractor Contract Dispute Mediation

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

[City, State, ZIP Code]

Dear [Subcontractor's Name],

Subject: Request for Mediation regarding Contract Dispute

I hope this message finds you well. I am writing to formally address the ongoing dispute related to our subcontractor agreement dated [Insert Date of Agreement]. After careful consideration of our recent communications, I believe that mediation is necessary to resolve the issues we are facing.

As per the dispute resolution clause outlined in our contract, I propose we engage a mediator to assist us in this matter. I suggest we proceed with a mediation session on [Insert Proposed Date], if this is convenient for you. Please confirm your availability or propose an alternative date.

It is my intention to reach an amicable resolution that benefits both parties, and I believe mediation is in our best interest. I look forward to your prompt response and working together towards a satisfactory conclusion.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]