

Letter of Mediation Initiative

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Name]

Subject: Mediation Initiative for Disagreement Resolution

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to formally address the ongoing disagreements regarding [briefly describe the issue]. It is important for us to resolve this matter efficiently to ensure the smooth progression of our project.

In the spirit of collaboration and mutual respect, I would like to propose initiating a mediation process. This would provide us the opportunity to discuss our positions openly and work towards a resolution that satisfies both parties.

I propose that we schedule a mediation meeting at a mutually convenient time. Please let me know your availability in the coming days.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]