

# Subcontractor Dispute Mediation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request mediation regarding a dispute that has arisen between [Your Company Name] and [Recipient Company Name] concerning [briefly describe the subject of the dispute].

Despite our best efforts, we have been unable to resolve this matter amicably and believe that mediation would be beneficial in reaching a mutually agreeable solution.

We propose to engage a neutral third-party mediator and seek your agreement on this approach. Please let us know your availability for a mediation session at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]