

Invitation to Mediation: Subcontractor Issue

Date: [Insert Date]

To: [Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip]

Dear [Subcontractor's Name],

We hope this message finds you well. As you are aware, there have been ongoing issues regarding [briefly state the issue]. To ensure a positive resolution, we would like to invite you to a mediation session.

Details of the Mediation Session:

Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Location]
Duration: Approximately [Insert Duration]

The objective of this session is to discuss the issues collaboratively and seek a mutually agreeable resolution. We believe that mediation will provide an opportunity for both parties to express their concerns and work towards a constructive solution.

Please confirm your availability by [Insert Confirmation Date]. Should you have any questions or require further clarification, feel free to contact me at [Your Phone Number] or [Your Email].

We appreciate your cooperation and look forward to your response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email]