

Subcontractor Mediation Discussion Outline

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Name/Company]

1. Introduction

Briefly outline the purpose of the discussion and the importance of mediation.

2. Background Information

Provide context regarding the subcontractor agreement and the points of contention.

3. Issues for Discussion

- Issue 1: [Describe Issue]
- Issue 2: [Describe Issue]
- Issue 3: [Describe Issue]

4. Goals for Mediation

List the desired outcomes for both parties.

5. Proposed Solutions

- Solution 1: [Describe Proposed Solution]
- Solution 2: [Describe Proposed Solution]
- Solution 3: [Describe Proposed Solution]

6. Next Steps

Outline the steps following the mediation discussion.

7. Conclusion

Summarize the importance of resolving the issues amicably.

Thank you for your attention. Looking forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]