

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Mediation Request for Subcontractor Negotiation**

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to formally request mediation regarding the ongoing negotiations between [Your Company Name] and [Subcontractor's Company Name]. As you are aware, we have encountered some challenges in reaching an agreement that benefits both parties.

We believe that mediation can provide an effective platform for us to discuss our concerns and work towards a mutually beneficial resolution. We propose to schedule a mediation session at your earliest convenience. Please let us know your available dates so that we can coordinate accordingly.

Thank you for considering this request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]