

# Payment Dispute Request for Mediation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request mediation regarding a payment dispute between [Your Company/Your Name] and [Recipient's Company]. The dispute concerns an outstanding payment of [Amount] that was due on [Due Date].

Despite multiple attempts to resolve this matter amicably, we have been unable to reach a satisfactory agreement. We believe that mediation could help both parties come to a fair resolution.

We propose that mediation takes place on [Proposed Date] at [Proposed Location/Method (e.g., virtual)]. Please let us know if this date works for you or if alternative arrangements are necessary.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Email]

[Your Phone Number]