

Proposed Mediation for Breach of Contract Resolution

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Recipient's Name] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address our ongoing dispute regarding the breach of contract that occurred on [insert date]. As we both know, this situation has affected our business relationship, and I believe that mediation could provide an effective means for resolution.

I propose that we engage in mediation to discuss the issues at hand and seek a mutual agreement. Mediation can offer a constructive forum where we can express our concerns, explore solutions, and hopefully reach a satisfactory outcome for both parties.

To facilitate this process, I suggest that we schedule a mediation session at a mutually convenient time. I recommend [insert potential dates and locations] for our meeting, but I am open to other suggestions that may work better for you.

Please let me know your thoughts on this proposal at your earliest convenience. I am hopeful that we can resolve this matter amicably and restore our professional relationship.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name] [Your Position] [Your Company Name]