

Invitation to Mediation

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 letter finds you well. I am writing to invite you to participate in a mediation session regarding the claim dispute that has arisen between us concerning [briefly describe the nature of the claim, e.g., "the delivery of goods" or "the contractual obligations"].

We believe that mediation could provide an avenue for both parties to discuss and resolve the issues amicably, avoiding the need for more formal legal proceedings. I propose that we hold the mediation on [suggest two or three dates/times], but I am open to discussing alternative dates that may work better for you.

No legal representation is necessary, although you are welcome to have legal counsel present if you wish. The session will be conducted by a professional mediator [insert mediator's name, if known], who is experienced in resolving similar disputes.

Please let me know your availability for the proposed dates or if you have any other preferences for scheduling. I look forward to your affirmative response and hope that we can work towards an amicable resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]