

# Reseller Conflict Mediation Process

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Initiation of Conflict Mediation

Dear [Reseller Name],

We hope this message finds you well. As part of our commitment to maintaining a collaborative relationship with our resellers, we have identified a disagreement between us regarding [briefly describe the issue]. We value your partnership and would like to resolve this matter amicably.

To facilitate this, we propose the following mediation process:

1. We will arrange a meeting on [insert date] at [insert time] to discuss the issues at hand.
2. The meeting will be held [insert location/format, e.g., virtually via Zoom].
3. Both parties will have the opportunity to present their perspectives regarding the conflict.
4. A neutral mediator will assist in guiding the discussion and finding a resolution that satisfies both parties.
5. We aim to reach a mutual agreement by the end of the meeting or establish a follow-up plan if necessary.

Please confirm your availability for the proposed date, or suggest an alternative that works better for you. We are committed to resolving this issue and believe that open communication is key to our success.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]