

# Supplier Dispute Mediation Invitation

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally invite you to a mediation session regarding the ongoing dispute between [Your Company Name] and [Supplier's Name]. We believe that mediation can provide a constructive avenue for resolving our differences amicably.

Details of the mediation session are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Facilitator:** [Insert Mediator's Name]

We are hopeful that this mediation will lead to a mutually beneficial resolution. Please confirm your attendance by [RSVP Date]. Should you have any questions, feel free to reach out to us.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]