

# Supplier Dispute Mediation Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Supplier Name]  
[Supplier Position]  
[Supplier Company]  
[Supplier Company Address]  
[City, State, ZIP Code]

Dear [Supplier Name],

Subject: Mediation Request Regarding Warranty Claims

We are writing to formally request mediation to resolve ongoing disputes regarding warranty claims associated with [specific product(s)] supplied on [date of supply]. Despite previous communications and attempted resolutions, we have been unable to reach an agreement on the validity of these claims.

It is our belief that mediation can provide a constructive platform for both parties to discuss the issues at hand and work towards a mutually agreeable solution. We propose that the mediation session be scheduled at your earliest convenience to facilitate prompt resolution.

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

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