

Supplier Dispute Mediation Request

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request mediation regarding a dispute concerning our agreement dated [Insert Date of Agreement].

As you are aware, there has been a breach of the agreement relating to [describe the specific breach, e.g., "delivery timelines," "product specifications," etc.]. This has caused significant inconvenience and financial implications for our operations.

In the spirit of maintaining a positive business relationship, I believe that mediation may offer a constructive way to resolve this matter amicably. I propose that we engage an impartial mediator to assist us in this process.

Please let me know your thoughts on this proposal, and if agreeable, suggest some suitable dates for the mediation session.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]