

Supplier Dispute Mediation Request

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally request mediation regarding an ongoing dispute concerning the specifications of products delivered under our agreement dated [insert date of agreement].

Despite multiple communications addressing our concerns on [specific issues], we have been unable to reach a satisfactory resolution. Our primary concerns include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We believe that mediation could assist both parties in finding an amicable resolution. We kindly ask that you confirm your availability for mediation meetings on the following suggested dates:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

Please respond to this request at your earliest convenience. We appreciate your attention to this matter and look forward to collaborating towards a satisfactory resolution.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]