

Supplier Dispute Mediation Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Subject: Request for Mediation Regarding Contract Discrepancies

Dear [Supplier's Name],

We are writing to formally request mediation regarding the discrepancies noted in our recent contract discussions, specifically concerning [briefly describe the issues, e.g., delivery timelines, pricing, product specifications].

Despite our previous communications, we have been unable to reach a satisfactory resolution. We believe that mediation is a constructive step towards resolving these discrepancies amicably.

We propose setting up a mediation session at your earliest convenience, preferably by [suggest a date or suggest a timeframe]. Please let us know your availability so we can coordinate accordingly.

Thank you for your attention to this matter. We are hopeful for your cooperation and look forward to resolving this issue collaboratively.

Sincerely,

[Your Name]

[Your Position]

[Your Company]