

Supplier Dispute Mediation Request

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Email: [Supplier's Email]

Dear [Supplier's Contact Person],

I hope this message finds you well. I am writing to formally request mediation regarding our recent communications and the subsequent misunderstandings that have arisen between our companies.

Over the past few weeks, we have encountered multiple instances of breakdowns in communication that have led to confusion about order specifications, delivery schedules, and payment terms. It is imperative for both of our businesses that we address these issues promptly to prevent further complications.

Therefore, I propose that we engage a neutral third-party mediator to help facilitate a constructive dialogue for resolving these matters. I believe that with the right support, we can clarify our positions and work towards a mutually beneficial resolution.

Please let me know your availability so we can discuss this further and agree on the next steps. I look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]