

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

Subject: Request for Mediation Regarding Delivery Delays

I hope this message finds you well. I am writing to formally address our ongoing concerns regarding the delivery delays we have been experiencing with your company, which have begun to impact our operations and customer commitments.

Despite our previous communications, we have seen continued delays in the supply of goods as per our contract dated [Contract Date]. This situation has caused significant disruptions and is detrimental to our business relationship.

In light of this, we would like to request mediation to resolve this dispute amicably. We believe that through open dialogue and negotiation, we can clarify the issues at hand and work towards a satisfactory resolution for both parties.

We suggest scheduling a mediation session at your earliest convenience. Please let us know your availability for this meeting. We are hopeful that we can come to an agreement that addresses our concerns and ensures the continuation of our working relationship.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]