

Supplier Dispute Mediation Request

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Subject: Mediation Request for Payment Dispute

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to formally request mediation regarding an ongoing payment dispute between our companies.

Details of the dispute are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Invoice Date:** [Insert Invoice Date]
- **Total Amount Due:** [Insert Amount]

Despite our efforts to resolve this matter amicably, we have been unable to reach an agreement, and we believe that mediation is the best path forward. We are seeking a resolution that is fair and acceptable to both parties.

We propose the following potential dates for mediation:

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

We appreciate your attention to this matter and look forward to your prompt response to schedule the mediation session.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]