

# Letter of Mediation Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Request for Mediation Regarding Pricing Dispute

I hope this message finds you well. I am writing to formally request mediation regarding a pricing disagreement that has arisen between our companies.

As per our previous discussions, we have encountered significant discrepancies in the pricing of [specific products or services], which has led to confusion and concern on our end. Despite our attempts to resolve this issue through direct communication, we have not reached a satisfactory conclusion.

To facilitate a resolution, we believe that engaging in mediation could provide us with a constructive forum to discuss our differences and identify a mutually agreeable solution. We propose to schedule a mediation session at a time that is convenient for both parties.

Please let us know your availability for this mediation, and if you agree, we can proceed to establish the details and terms of the session.

Thank you for your attention to this matter. We look forward to your prompt response and hope to resolve this issue amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]