

Supplier Dispute Mediation Request

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally request mediation regarding the quality concerns we have experienced with the recent shipments from your company. Despite our ongoing collaboration, we have encountered issues that have affected our operational efficiency and customer satisfaction.

Specifically, the following quality issues have been identified:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

We believe that a mediated discussion would help us address these concerns amicably and collaboratively. We value our partnership with your team and are hopeful that we can reach a satisfactory resolution.

Please let us know your availability for a mediation session at your earliest convenience. We appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]