

# Supplier Dispute Mediation Request

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

I hope this message finds you well. We are writing to address some concerns we have regarding the service performance of [Supplier's Company Name] as per our agreement dated [Insert Agreement Date].

Despite our ongoing partnership, we have experienced several issues that we believe need mediation, including:

- Delayed deliveries on [specific dates]
- Inconsistencies in product quality
- Communication challenges regarding order fulfillment

We value our relationship and believe that open communication can help us resolve these matters amicably. Therefore, we would like to request a mediation session to discuss these issues further and find a mutually beneficial solution.

Please let us know your availability for the mediation, and we will do our best to accommodate it. We appreciate your attention to this matter and look forward to resolving these issues collaboratively.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]