

Invitation to Mediation

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. As you are aware, recent discussions regarding our partnership have led to some misunderstandings that we believe require resolution. In the spirit of collaboration and maintaining our professional relationship, we would like to invite you to a mediation session.

The mediation session is scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This session will provide an opportunity for open dialogue facilitated by a neutral mediator, aimed at resolving any conflicts and restoring our partnership's harmony.

Please confirm your availability for this date or suggest an alternative if it does not work for you. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]