

# Mediation Notification

Date: [Insert Date]

To: [Partner's Name]

Address: [Partner's Address]

Dear [Partner's Name],

We are writing to inform you of our decision to initiate mediation concerning the partnership issues we have encountered. We believe that mediation will offer us a structured and neutral environment to discuss our concerns and work towards a resolution.

The mediation session has been scheduled for [Insert Date and Time] at [Location/Virtual Meeting Link]. We believe your presence is crucial to facilitate an open dialogue.

Please confirm your availability for this meeting at your earliest convenience. If this date does not work for you, feel free to suggest alternative dates or times.

We appreciate your cooperation and look forward to resolving these matters amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]