

Letter for Mediation Session Scheduling

Date: [Insert Date]

To: [Partner A Name]

Address: [Partner A Address]

CC: [Partner B Name]

Address: [Partner B Address]

Dear [Partner A Name] and [Partner B Name],

As part of our ongoing efforts to resolve our partnership dispute amicably, we would like to schedule a mediation session. This mediation will provide an opportunity for both parties to express their views and work towards a mutually beneficial resolution.

We propose the following dates and times for the mediation session:

- [Date Option 1] at [Time]
- [Date Option 2] at [Time]
- [Date Option 3] at [Time]

Please confirm your availability for one of the proposed dates, or suggest alternative dates if necessary. Your cooperation in this matter is greatly appreciated, as we believe that mediation can help us move forward positively.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]