

Letter of Introduction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a trained mediator specializing in partnership disputes. I understand that there may be ongoing issues regarding [briefly specify the nature of the dispute], which have resulted in a challenging situation for both parties involved.

As a mediator, my objective is to facilitate a conversation that enables both parties to express their concerns and work towards a mutually agreeable resolution. I have successfully assisted many individuals and organizations in resolving conflicts, and I believe that open communication is the key to alleviating tensions and finding a path forward.

I would like to propose a mediation session where we can discuss the issues at hand in a confidential and neutral setting. I am available on [provide a few options for dates and times], but I am more than willing to accommodate your schedule to facilitate this process.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or would like to discuss this further. I look forward to the opportunity to assist both parties in reaching a resolution.

Thank you for considering this approach, and I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]