

Business Conflict Mediation Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Subject: Request for Mediation Regarding Business Conflict

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally address a conflict that has arisen between our companies concerning [briefly describe the nature of the conflict]. Despite our best efforts to resolve this matter amicably, we have not reached a satisfactory agreement.

In the interest of preserving our business relationship, I propose that we engage in mediation to help facilitate a resolution. Mediation offers a constructive approach, allowing both parties to express their concerns and work towards a mutually beneficial outcome.

I suggest that we arrange a meeting with a qualified mediator at a time that is convenient for both parties. Please let me know your available dates and times, so we can work towards scheduling this meeting.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]