

# Mediation Invitation for Contract Breach

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally invite you to participate in a mediation session regarding the breach of our contract dated [Insert Contract Date]. It is my belief that we can reach an amicable resolution through this collaborative process.

The mediation session is proposed for [Insert Date and Time] at [Insert Location]. I believe that by discussing our differences in a neutral environment, we can better understand each other's perspectives and work towards a satisfactory agreement.

Please confirm your availability for this session or suggest an alternative date and time if necessary. I am hopeful that we can resolve this matter efficiently and effectively.

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

Sincerely,

[Your Name]