

Breach of Contract Mediation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request mediation regarding the breach of contract between [Your Company/Name] and [Recipient's Company/Name]. As outlined in our agreement dated [Insert Date of Contract], it has come to my attention that [briefly describe the nature of the breach].

In an effort to resolve this matter amicably and efficiently, I propose that we engage in mediation. I believe that this process can help both parties to come to a mutually agreeable solution without the need for litigation.

Please let me know your availability for mediation, and I will do my best to accommodate. I hope we can resolve this issue promptly and maintain our professional relationship.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]