

Invoice Dispute Request for Mediation

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number

Date: [Insert Date]

Recipient's Name

Recipient's Company Name
Recipient's Address
City, State, Zip Code

Subject: Invoice Dispute Request for Mediation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the invoice dated [Invoice Date], with invoice number [Invoice Number], totaling [Invoice Amount]. Upon reviewing the details of the invoice, there are discrepancies that require clarification.

Specifically, I am contesting [briefly describe the specific issues with the invoice]. Despite my efforts to resolve this matter directly, we have been unable to reach an agreement. Therefore, I believe it would be beneficial for both parties to consider mediation to facilitate a resolution.

Please let me know your availability for mediation, as well as any preferred mediator, so we can move forward in addressing this matter promptly.

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

Sincerely,
[Your Name]