

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Invoice Mediation**

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the mediation process for the invoice [Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount].

Unfortunately, there seems to be a discrepancy that we have been unable to resolve through initial communications. I believe mediation may be beneficial in reaching a mutual agreement.

Please let me know how we can proceed with this process at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]