

Mediation Letter Regarding Billing Dispute

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Mediation - Billing Dispute

I hope this message finds you well. I am writing to formally request mediation regarding a billing dispute that has arisen between us. The details of the dispute are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Amount Disputed:** [Insert Amount]
- **Date of Service:** [Insert Date]
- **Description of Dispute:** [Briefly describe the nature of the dispute]

Despite our previous communications, we have been unable to resolve this issue amicably. Therefore, I believe that mediation could help us reach a mutual agreement.

I propose that we schedule a mediation session at a convenient time for both parties. Please let me know your availability, and if you have recommendations for a neutral mediator.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]