

Letter of Mediation for Invoice Query Resolution

Date: [Insert Date]

To:

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Mediation for Invoice Query Resolution - Invoice No. [Invoice Number]

I hope this message finds you well. I am writing to address an ongoing query regarding Invoice No. [Invoice Number], dated [Invoice Date]. It has come to my attention that there are discrepancies that I believe are best resolved through mutual discussion.

To facilitate this process, I would like to propose a mediation meeting where we can review the details of the invoice together and clarify any misunderstandings.

Please let me know your availability for a meeting in the upcoming week. I am confident that through open communication, we can resolve this matter to our mutual satisfaction.

Thank you for your attention, and I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]