

# Mediation Request Regarding Contested Invoice

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request mediation regarding the contested invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount]. Despite our previous discussions regarding this invoice, we have been unable to reach a satisfactory resolution.

Given the circumstances, I believe that mediation could provide a constructive platform for both parties to discuss this matter and come to an agreeable solution. I am hopeful that we can work together to resolve this issue amicably.

I propose that we schedule a mediation session within the next [time frame, e.g., "two weeks"] to facilitate this process. Please let me know your availability so that we can coordinate a suitable time.

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

Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]