

# Request for Mediation Concerning Invoice Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request mediation regarding ongoing issues with the invoice numbered [Invoice Number] issued on [Invoice Date]. Despite previous communications and attempts to resolve the matter, we have been unable to reach an agreeable solution.

The primary issues I would like to address include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

I believe that mediation would be a constructive approach to help us settle these discrepancies amicably and efficiently. I am open to suggestions regarding a suitable mediator and a timeframe that works for both parties.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]