

Request for Mediation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request mediation regarding an invoice conflict that has arisen between our organizations.

The invoice in question is [Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount]. We have encountered a discrepancy regarding [briefly describe the nature of the conflict]. Despite our efforts to resolve this matter amicably, we have been unable to reach a satisfactory agreement.

I am available for discussion at your earliest convenience and would appreciate your prompt response regarding the possibility of mediation. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]