

# **Billing Dispute Mediation Invitation**

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to invite you to participate in a mediation process regarding a billing dispute that has arisen between our organizations.

As we value our business relationship, we believe that mediation can help us reach a mutually agreeable resolution. We would like to propose a meeting on [Insert Date and Time] at [Insert Location or Virtual Platform].

Please confirm your availability or suggest an alternative time if necessary. We look forward to your cooperation and finding a satisfactory solution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]