

Invoice Disagreement Mediation Outline

1. Introduction

Date: [Date]

To: [Recipient Name]

From: [Your Name]

Subject: Mediation for Invoice Disagreement

2. Background

Provide a brief overview of the situation regarding the invoice dispute.

3. Parties Involved

- Party A: [Name and Role]
- Party B: [Name and Role]

4. Purpose of Mediation

State the intent to resolve the disagreement amicably through mediation.

5. Key Issues

- Issue 1: [Description]
- Issue 2: [Description]
- Issue 3: [Description]

6. Proposed Mediation Process

Outline the steps of the mediation process, including timelines and expectations.

7. Conclusion

Encourage the parties to engage openly and work towards a resolution.

8. Contact Information

For further discussions, please contact:

[Your Name]

[Your Phone Number]

[Your Email]