

Invoicing Issue Mediation Approach

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Mediation of Invoicing Issues

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a concern regarding an invoicing issue that has recently arisen between [Your Company Name] and [Recipient's Company Name]. Our goal is to resolve this matter amicably and with minimal disruption to both parties.

Details of the issue are as follows:

- Invoice Number: [Invoice Number]
- Date of Invoice: [Invoice Date]
- Disputed Amount: [Amount]
- Reason for Dispute: [Brief Description]

We value our relationship and seek to find a mutually agreeable solution. I suggest we schedule a meeting to discuss this matter further. Please let me know your available times so we can coordinate accordingly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]