

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Referral to Mediation - Breach of Contract [Contract Reference/Number]

Dear [Recipient Name],

This letter formally refers the ongoing dispute regarding the breach of the contract dated [Date of Contract] to formal mediation. As previously communicated on [Date of Previous Notice], the specific breaches include [Briefly list breach, e.g., failure to pay, non-delivery of goods, or missed deadlines].

Despite our previous attempts to resolve this matter through direct negotiation, we have reached an impasse. In accordance with [Section Number, if applicable] of our agreement, or as a voluntary good-faith effort to avoid litigation, I propose that we engage a neutral third-party mediator to facilitate a resolution.

I suggest the following mediation services or individuals for your consideration:

- [Mediator Name/Organization 1]
- [Mediator Name/Organization 2]

Please confirm your agreement to proceed with mediation and indicate your preference for a mediator by [Date]. If I do not hear from you by this date, I will proceed with further legal action as permitted under the contract to protect our company's interests.

We remain hopeful that this dispute can be resolved efficiently through this process.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]