

# Request for Mediation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request mediation regarding the ongoing dispute between us concerning [briefly describe the nature of the dispute].

Despite our previous attempts to resolve this matter amicably, we have been unable to reach a satisfactory agreement. I believe that engaging in mediation could provide us with a constructive environment to discuss our differences and explore potential solutions.

I propose that we schedule a mediation session at a mutually convenient time and location. I am confident that with the help of a neutral third party, we can come to an agreement that satisfies both parties.

Please let me know your availability, and I will do my best to accommodate. I look forward to your prompt response so we can move forward.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]