

# Mediation Request for Conflict Resolution

Date: [Insert Date]

To: [Mediator's Name]

[Mediator's Address]

[City, State, Zip Code]

Dear [Mediator's Name],

I hope this message finds you well. I am writing to formally request mediation services regarding a conflict that has arisen between [Party 1 Name] and [Party 2 Name]. The situation has been ongoing since [insert date] and has created significant tension that we believe could benefit from a neutral third party's perspective.

The primary issues at hand are as follows:

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

We are hopeful that through your expertise, we can reach an amicable resolution that serves the interests of both parties. We are open to scheduling a meeting at your earliest convenience and are willing to accommodate any necessary arrangements to facilitate this process.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]