

# Request for Mediation Session

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company Name]

[Partner's Address]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally request a mediation session to address some ongoing issues regarding our business partnership. It is essential for us to find a resolution to ensure the continued success of our collaboration.

Based on our recent discussions and the challenges we have encountered, I believe that involving a neutral third-party mediator would greatly benefit both parties. Mediation can provide us with a structured environment to air our concerns and work towards a mutually agreeable solution.

I propose that we schedule the mediation session at your earliest convenience. Please let me know your availability in the coming weeks so that we can make appropriate arrangements.

Thank you for considering this request. I am optimistic that with open communication and a willingness to resolve our differences, we can strengthen our partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]