

Request for Mediation Session

Date: [Insert Date]

To: [Name of the Mediator or Mediation Organization]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear [Mediator's Name],

I am writing to formally request a mediation session concerning a community issue that has arisen between [briefly describe the parties involved or the groups affected].

The issue at hand is [briefly describe the nature of the issue, the impact it has had on the community, and any attempts made to resolve it].

We believe that a mediation session would provide an effective platform for all parties to discuss their concerns, understand each other's perspectives, and work towards a mutually agreeable resolution.

Please let us know your availability for scheduling this mediation session. We appreciate your assistance in helping us resolve this matter amicably.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position/Role, if applicable]