

Request for Mediation Session

Date: [Insert Date]

To:

[Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a mediation session pertaining to my complaint regarding [briefly describe the issue]. Despite several attempts to resolve this matter through direct communication, I believe that a mediated session would be beneficial for both parties.

I would like to propose that we meet on [suggest a date and time], but I am open to other dates that may be more convenient for you. The goal is to reach a mutually acceptable resolution.

Please let me know your availability for this session. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]