

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Mediation Session

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a mediation session regarding our ongoing contractual disagreement concerning [briefly describe the nature of the disagreement, e.g., "the delivery of goods as per our contract dated [insert date]"].

Given the complexities of the situation and our mutual interest in reaching a fair resolution, I believe that mediation could be a constructive approach. I propose that we engage a neutral third-party mediator to facilitate our discussions.

Please let me know your availability for a mediation session in the coming weeks, as well as any preferences you might have regarding the mediator.

Thank you for considering this request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]