

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a mediation session in relation to our ongoing divorce proceedings. I believe that mediation could provide us with the opportunity to communicate effectively and come to fair agreements regarding the matters at hand.

As we both know, mediation is a constructive step towards resolving our differences amicably and may help us avoid prolonged legal proceedings. I am hopeful that we can schedule a session at a convenient time for both of us.

Please let me know your availability, so we can arrange a suitable date and time with a mediator. I appreciate your consideration and look forward to your prompt response.

Thank you.

Sincerely,
[Your Name]