

## **Follow-Up on Mediator Appointment Request**

Date: [Insert Date]

To: [Mediator's Name]

[Mediator's Address]

[City, State, Zip Code]

Dear [Mediator's Name],

I hope this message finds you well. I am writing to follow up on my recent request for an appointment regarding mediation services. I initially reached out on [Insert Date of Initial Request] and wanted to check if you have had the opportunity to review my request.

Please let me know if you require any further information from my side to facilitate the scheduling process. I am keen to discuss this matter and would greatly appreciate your assistance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]