

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 formally request your services as a mediator in [brief description of the dispute or issue].

Given your expertise and experience in [relevant field or specialty], I believe that your involvement could greatly assist in reaching a fair and amicable resolution.

The parties involved in this matter are [list involved parties], and we would like to facilitate a mediation session at your earliest convenience. Please let us know your availability and any required documentation or information needed prior to our meeting.

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

Sincerely,

[Your Name]

[Your Position, if applicable]