

Mediator Appointment Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Mediator's Name]

[Mediator's Organization]

[Organization Address]

[City, State, ZIP Code]

Dear [Mediator's Name],

I hope this message finds you well. I am writing to inquire about the possibility of appointing you as a mediator for an upcoming dispute regarding [brief description of the situation, e.g., contract disagreement, family matters]. We believe your expertise would be invaluable in facilitating a resolution.

Could you please provide your availability, fees, and any required documentation for the mediation process? Additionally, if you have any preliminary recommendations or procedures we should follow, I would greatly appreciate your guidance.

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

Sincerely,

[Your Name]