

Date: [Insert 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 for an upcoming dispute involving [brief description of the issue, e.g., "a contractual disagreement between two parties"].

We believe that your expertise and experience in [specific area of mediation, e.g., "business disputes"] will be invaluable in facilitating a resolution that is satisfactory for all parties involved. We are aiming to schedule a mediation session on [proposed date(s)] and would appreciate your availability.

Please let us know your rates and any necessary preliminary steps we should take to initiate this process. We look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]