

# Subject: Request for Mediation Services

Date: [Insert Date]

To: [Mediator's Name]

[Mediator's Organization]

[Mediator's Address]

Dear [Mediator's Name],

I hope this message finds you well. I am writing to formally request your mediation services for a conflict that has arisen between [insert party names or organizations]. We have explored various options to resolve this matter amicably and believe that your expertise in mediation would be instrumental in facilitating a constructive dialogue.

The details of the situation are as follows:

- **Issue:** [Briefly describe the issue]
- **Parties Involved:** [List of parties involved]
- **Preferred Timelines:** [Specify any deadlines or preferred dates]

We value your experience in this area and would appreciate your consideration for this matter. Please let us know your availability for an initial consultation at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]