

Request for Mediation Services

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 formally request mediation services for a dispute that has arisen between [Parties Involved] regarding [Brief Description of the Issue].

We believe that mediating this issue could lead to a mutually beneficial resolution without the need for litigation. We would appreciate your expertise and assistance in facilitating this process.

Additionally, we would like to propose the following dates for our initial session: [Insert Proposed Dates]. Please let us know your availability or suggest alternative dates if needed.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]