

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 reaching out to request an urgent appointment for mediation regarding [briefly describe the nature of the dispute or issue]. Due to [explain the urgency], we believe that your expertise in mediation would greatly assist in resolving this matter amicably.

We would appreciate your earliest availability for a meeting and are willing to accommodate your schedule. Please let us know your available times, and we will do our best to be flexible.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]