

Request for Mediation

Date: [Insert Date]

To: [Mediation Organization/Agent Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear [Mediation Coordinator/Agent Name],

I am writing to formally request mediation regarding a conflict I have encountered with my insurance agent, [Agent's Name], related to [specific issues or claims involved].

Despite our attempts to resolve the matter directly, we have been unable to reach a satisfactory agreement. The main points of contention include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

In the interest of finding a fair resolution, I believe that mediation would be a beneficial way to address our differences. I kindly request that you facilitate a mediation session at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]