

Request for Mediation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request mediation regarding the conflict arising from our construction contract dated [Insert Date of Contract]. The issues at hand have led to disagreements that we believe can be resolved through a mediation process.

The specific points of contention include:

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

We believe that mediation would be a constructive approach to finding a resolution that is satisfactory for both parties. We would like to propose [Insert proposed dates and times] for the mediation sessions.

Please confirm your availability or suggest an alternative that works for you. We appreciate your attention to this matter and look forward to resolving our differences amicably.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]