

Request for Mediation

Date: [Insert Date]

[Your Name]

[Your Title]

[Company/Organization Name]

[Address]

[City, State, Zip]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request mediation regarding [briefly describe the issue or dispute]. We believe that a facilitated discussion could help us reach a mutual agreement and strengthen our working relationship.

We are open to suggestions on potential mediators and are willing to collaborate on a suitable time frame for this process. Our goal is to resolve this matter amicably and efficiently.

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

Sincerely,

[Your Name]

[Your Title]

[Contact Information]