

# Employment Discrimination Mediation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request mediation regarding an employment discrimination matter involving myself and [Company Name]. I believe that my rights have been violated based on [briefly state basis for discrimination, e.g., race, gender, age, etc.], and I would like to resolve this issue amicably.

Details of the situation are as follows:

- **Date of Incident:** [Date]
- **Location:** [Location]
- **Description:** [Brief description of the events]

I believe that mediation would provide a constructive way to address these issues without resorting to formal legal actions. I am hopeful that both parties can reach a mutually agreeable resolution.

Please let me know your availability for a mediation session. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]