

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request to attend the mediation meeting scheduled for [date] at [time]. I believe that my participation will be beneficial in resolving the issues we are facing.

Please let me know if my attendance can be accommodated. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]