

Letter of Mediation Request

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request mediation regarding a disagreement that has arisen between our companies concerning [briefly describe the issue]. Despite our attempts to resolve this matter through direct communication, we have been unable to reach an agreement.

We believe that mediation can provide a constructive avenue to facilitate a resolution that is agreeable to both parties. Therefore, we would like to propose a mediation session at a mutually convenient time.

Please let us know your availability for this process, as well as any preferences you may have for a neutral mediator.

Thank you for considering this request. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]