

# Request for Volunteer Mediation Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the assistance of volunteer mediation services for [briefly describe the issue or conflict]. I believe that mediation could help facilitate a constructive dialogue and lead to a resolution that works for all parties involved.

We are seeking to schedule mediation sessions at a time that is convenient for the volunteers and all involved parties. Your support in this matter would be greatly appreciated.

Thank you for considering our request. I look forward to your response.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Organization, if applicable]