

Mediation Proposal for Volunteer Disagreements

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a mediation session regarding the recent disagreements that have arisen within our volunteer team. As we all share the common goal of promoting [Organization's Mission/Goal], it is essential that we address these issues collaboratively.

Proposed Mediation Session Details:

- Date: [Proposed Date]
- Time: [Proposed Time]
- Location: [Proposed Location]
- Mediator: [Name of the Mediator or "To Be Determined"]

The purpose of this mediation session is to create a safe space where all parties can express their perspectives and work toward a mutually beneficial resolution. I believe that open communication and understanding will help us move forward as a cohesive group.

Please let me know if you are available on the proposed date or if alternative arrangements need to be made. I look forward to your response and to resolving our differences in a constructive manner.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Role in Organization]

[Your Contact Information]