

# Request for Mediation

Date: [Insert Date]

To: [Mediator's Name]

[Mediator's Address]

[City, State, Zip Code]

Dear [Mediator's Name],

I hope this letter finds you well. I am writing to formally request mediation regarding a conflict that has arisen among volunteers at [Organization/Location].

The specific issues involve [briefly describe the conflict, e.g., differing opinions on project management, communication challenges, etc.]. These conflicts have impacted our volunteer team's effectiveness and morale.

We believe that mediation could be a beneficial step in resolving these issues in a constructive manner. We are committed to fostering an environment of collaboration and understanding among our volunteer team.

We appreciate your attention to this matter and look forward to your guidance on how we can proceed with mediation. Please let us know your availability for a meeting or discussion.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]