

# Mediation Request for Social Service Conflict

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request mediation regarding a conflict that has arisen in the context of social services provided by [Organization's Name]. This issue involves [briefly describe the conflict or situation], which has led to [explain the impact of the conflict on parties involved, if applicable].

We believe that mediation could help us collaboratively find a resolution to this matter. We are open to discussing this issue at your earliest convenience and would appreciate your assistance in finding a suitable mediator.

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

Sincerely,

[Your Name]  
[Your Title/Relationship to Case]  
[Your Address]  
[City, State, ZIP Code]  
[Your Phone Number]  
[Your Email Address]