

Request for Mediation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request mediation to address the ongoing dispute between us regarding [briefly describe the issue]. Despite our attempts to resolve this matter directly, we have not been able to reach a satisfactory agreement.

I believe that mediation could provide a constructive environment to discuss our differences and work towards a mutually agreeable solution. I am hopeful that a neutral third party can facilitate our discussions and help us find common ground.

Please let me know your availability to discuss this further or if you can recommend a mediator. I look forward to your response.

Thank you for considering my request.

Sincerely,

[Your Name]