

Date: [Insert Date]

[Your Name]

[Your Position]

[Team Name]

[Team Address]

Dear [Coach/Manager's Name],

I hope this message finds you well. I am writing to formally request a mediation session regarding a conflict that has arisen within our team. The situation involves [briefly detail the nature of the conflict, e.g., communication issues, role disputes, etc.], and I believe that addressing this matter with a neutral mediator can help us reach an understanding and restore the positive dynamics of our team.

It is important for us to resolve this conflict promptly to ensure a harmonious environment as we continue our season. I propose that we schedule a mediation meeting at your earliest convenience. Please let me know your availability, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]