

Collaborative Mediation Letter

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Collaborative Mediation for Role Definition and Alignment

Dear [Recipient Name],

I hope this message finds you well. I am writing to initiate a collaborative mediation process aimed at defining roles and aligning our objectives in [specific project or context]. It has come to my attention that there may be some misunderstandings regarding our respective roles, and I believe that a mediated discussion could facilitate clarity and improve our collaboration.

The purpose of this mediation is to:

- Clearly define our roles and responsibilities.
- Align our goals and expectations.
- Enhance communication and teamwork moving forward.

I propose that we meet on [suggested date and time], at [location or platform for virtual meeting]. Please let me know if this time works for you or if there are other times that would be preferable.

Thank you for your attention to this matter. I believe that through collaboration, we can achieve a greater understanding and work more effectively together.

Looking forward to your response.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]