

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request mediation regarding [briefly explain the issue or dispute].
Despite our previous discussions, we have been unable to reach a satisfactory resolution.

I believe that mediation could provide a neutral ground for both parties to address our concerns
constructively. I propose that we select a mutually agreeable mediator to assist us in this process.

Please let me know your thoughts on this proposal, and if agreeable, we can discuss potential
dates and mediators at your earliest convenience.

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

Sincerely,

[Your Name]