

Proposal for Mediation Discussion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a mediation discussion regarding [briefly state the issue or dispute]. I believe that engaging in a mediation session could provide us with an opportunity to resolve this matter amicably and efficiently.

Suggested details for the mediation are as follows:

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Proposed Location or Online]
- **Mediator:** [Optional: Mediator's Name, if applicable]

Please let me know if the proposed date and time work for you or if alternative arrangements need to be made. I am looking forward to the opportunity to discuss this matter further and seek an agreeable resolution.

Thank you for considering this proposal. I await your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]