

Request for Mediation Session

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 a mediation session regarding [briefly state the issue or dispute]. I believe that mediation would be a beneficial way to resolve this matter amicably.

I would appreciate it if we could schedule a session at your earliest convenience. Please let me know your availability in the coming weeks so that we can arrange a suitable time.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]