

# Request for Mediation

Date: [Insert Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

[Employer Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer Name],

I am writing to formally request mediation regarding a dispute that has arisen between myself and [other party's name or department, if applicable]. I believe that mediation could be an effective way to resolve this issue amicably.

The issue in question pertains to [briefly describe the nature of the dispute]. I believe that through mediation, we can both express our perspectives and work towards a constructive resolution.

I kindly ask that we arrange a meeting with a qualified mediator at your earliest convenience. I am hopeful that this process will help us find a solution that is satisfactory for all parties involved.

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

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]