

Mediation Request for Conflict Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request mediation regarding the ongoing conflict between us concerning [briefly describe the conflict issue].

I believe that mediation could provide a constructive and neutral environment for both parties to discuss our concerns and work towards a resolution.

I am open to suggestions on dates and times that work best for you and would appreciate your cooperation in this matter. Please let me know a convenient time for you to discuss this further.

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

Sincerely,

[Your Name]