

Letter of Mediation Facilitation

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As we seek to resolve the ongoing claim negotiations, I am writing to propose mediation facilitation to assist in reaching an amicable agreement.

Mediation is a constructive process where both parties can express their perspectives in a neutral environment, guided by a trained mediator. This approach aims to improve communication, address misunderstandings, and explore potential solutions that might not have been considered previously.

I suggest scheduling a meeting at your earliest convenience, where we can discuss the details and set a date for the mediation session. Please let me know your availability, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]