

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 the claim issues we have been experiencing related to [describe the specific claim or issue].

In consideration of reaching an amicable resolution, I would appreciate it if we could schedule a mediation session at your earliest convenience. Please let me know your availability for the following proposed dates:

- [Proposed Date 1]
- [Proposed Date 2]
- [Proposed Date 3]

If none of these dates are suitable, please suggest alternative dates that may work for you. I look forward to your prompt response so we can resolve this matter efficiently.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]