

Request for Mediation

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Recipient's Name]

[Recipient's Title] [Recipient's Organization]

[Recipient's Address] [City, State, Zip Code]

Subject: Request for Mediation in Claim Dispute

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request mediation regarding a dispute related to [briefly describe the claim or issue]. The details of the dispute are as follows:

- Claim/Dispute Reference Number: [Insert Number]
- Date of Incident: [Insert Date]
- Summary of the Dispute: [Briefly summarize the issue]

I believe that mediation would be a constructive way to resolve this matter without further escalation. I kindly ask that you consider this request and provide potential dates for a mediation session.

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

Sincerely,

[Your Name]

[Your Title, if applicable]