

# Request for Mediation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request mediation regarding our ongoing dispute related to [briefly describe the nature of the dispute].

Despite our previous attempts to resolve this matter amicably, I believe that mediation could provide a constructive platform for both parties to come to a mutually beneficial agreement.

Please let me know your availability for mediation within the next few weeks, as I am eager to resolve this issue efficiently and amicably.

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

Sincerely,

[Your Name]