

Request for Mediation

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 am writing to formally request mediation regarding the breach of contract that has occurred under our agreement dated [Insert Date of Contract]. As you are aware, the issues surrounding [Briefly describe the contract breach] have created a situation that we both wish to resolve amicably.

Mediation offers us a cooperative way to discuss the matters at hand with the support of an impartial third-party mediator. I believe this could facilitate a clearer understanding and guide us toward a mutually acceptable resolution.

Please let me know your availability for mediation and if you have any preferences regarding the mediator. I hope to resolve this matter promptly and amicably.

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

Sincerely,

[Your Name]