

Mediation Scheduling Letter

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Mediation Scheduling for Rental Dispute

I hope this letter finds you well. I am writing to propose a mediation session to address the ongoing rental dispute regarding [briefly describe the issue, e.g., unpaid rent, maintenance issues, etc.].

I believe that mediation could be a constructive way for both parties to come to a mutually agreeable resolution. To facilitate this process, I would like to suggest the following potential dates and times for the mediation session:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know your availability for these dates or suggest alternative times that work for you. I am hopeful that we can resolve this matter amicably and avoid further escalation.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]