

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request mediation regarding the ongoing issues related to our consulting contract dated [contract start date]. Despite our efforts to resolve these matters amicably, we have not made significant progress, and I believe that mediation may be a beneficial step.

The specific issues we need to address include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

I propose we engage a neutral third-party mediator to assist us in navigating these challenges and reaching a mutually agreeable solution. Please let me know your availability for a preliminary discussion or suggest a mediator that you would recommend.

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

Sincerely,

[Your Name]