

Request for Mediation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Journal Name]

[Journal Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request mediation regarding a conflict that has arisen in the submission of my manuscript titled "[Title of Article]," submitted to [Journal Name] on [Submission Date].

Despite my efforts to resolve the issue with [Other Party's Name] directly, we have been unable to reach an agreement. I believe that mediation would provide an opportunity to address our concerns collaboratively and find a constructive path forward.

I appreciate the importance of maintaining a fair and respectful academic environment and am hopeful that your assistance can facilitate a resolution that is satisfactory to all parties involved.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]