

Third-Party Mediation Request

Date: [Insert Date]

To: [Mediator's Name]

From: [Your Name]

Subject: Request for Mediation Regarding Conflict of Interest

Dear [Mediator's Name],

I hope this message finds you well. I am writing to formally request your assistance as a neutral third-party mediator to help resolve a conflict of interest that has arisen between [Party A] and [Party B].

Details of the conflict are as follows:

- **Parties Involved:** [Party A and Party B]
- **Nature of Conflict:** [Briefly describe the conflict]
- **Date of Conflict Initiation:** [Insert Date]

We believe that your expertise in mediation can help facilitate a constructive dialogue to address these issues and help us reach a mutually acceptable resolution.

We are looking forward to your guidance and support in this matter. Please let us know your availability for an initial meeting to discuss the mediation process.

Thank you for considering our request. We are hopeful for a timely resolution to this conflict.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]