

Request for Mediation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request mediation regarding a discrimination matter that has arisen. As you are aware, I believe I have been subjected to discrimination based on [specify grounds, e.g., race, gender, age] in the workplace, and I am seeking a collaborative resolution.

I would like to propose mediation as a constructive way to facilitate communication and find a mutually agreeable solution. I believe that with the assistance of a neutral mediator, we can address the issues at hand in a respectful and productive manner.

Could we schedule a time to discuss this mediation request further? I am available for a meeting at your earliest convenience.

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

Sincerely,

[Your Name]