

# Request for Mediation

Date: [Insert Date]

To: [Mediator's Name]

Address: [Mediator's Address]

Dear [Mediator's Name],

I hope this letter finds you well. I am writing to formally request your assistance in mediating a conflict between [Party A's Name] and [Party B's Name]. The conflict has arisen over [brief description of the conflict].

We believe that mediation would provide a constructive environment for both parties to discuss their perspectives and work towards a mutually acceptable resolution.

We are available for mediation sessions on the following dates: [insert dates]. Please let us know your availability or any other preferred dates.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]