

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mediator's Name]

[Mediator's Company/Organization]

[Mediator's Address]

[City, State, Zip Code]

Dear [Mediator's Name],

I hope this message finds you well. I am writing to inquire about your availability for a mediation session regarding [briefly describe the matter]. We believe that your expertise would greatly assist in resolving this issue effectively.

If possible, could you please provide us with your available dates and times over the next few weeks? We aim to accommodate your schedule while ensuring a prompt resolution.

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

Sincerely,

[Your Name]