

# Request for Mediation Session Scheduling

Date: [Insert Date]

To: [Mediator's Name]

[Mediator's Address]

[City, State, Zip Code]

Dear [Mediator's Name],

I hope this message finds you well. I am writing to formally request the scheduling of a mediation session regarding [briefly describe the issue or dispute].

We believe that mediation would be a constructive step towards resolving this matter amicably.

We would appreciate it if you could provide us with available dates and times for the session. Our preferred dates are [insert potential dates], but we are open to other suggestions as well.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]

[Your Contact Information]