

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mediator's Name]

[Mediator's Organization]

[Mediator's Address]

[City, State, Zip Code]

Dear [Mediator's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of the mediation session originally planned for [original date] regarding [case or issue name].

Due to [brief explanation of the reason for rescheduling], I am unable to attend on that date. I sincerely apologize for any inconvenience this may cause and hope to find a suitable alternative.

Could we possibly reschedule the session for any of the following dates? [Provide two or three alternative dates and times]. I want to ensure that all parties involved can fully participate in the mediation process.

Thank you for your understanding and flexibility. I look forward to your prompt response so we can finalize the new date and time.

Warm regards,

[Your Name]

[Your Title (if applicable)]