

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Plaintiff's Name]

[Plaintiff's Address]

[City, State, Zip Code]

Re: Response to Defamation Lawsuit - Request for Mediation

Dear [Plaintiff's Name],

We are in receipt of your defamation lawsuit filed against me on [date of the lawsuit]. I understand the serious nature of the allegations and wish to address them promptly.

In the spirit of resolving this matter amicably and efficiently, I propose engaging in mediation. I believe this approach could help both parties reach a mutually satisfactory resolution without the need for prolonged litigation.

Please let me know your availability for a mediation session, and I will do my best to accommodate. I look forward to your response.

Sincerely,

[Your Name]