

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request mediation regarding a harassment issue I have experienced in the workplace. I believe that mediation can provide an effective avenue to address the concerns I have regarding [briefly describe the nature of the harassment].

Despite my efforts to resolve this matter informally, the situation has not improved, and I feel that mediation could foster a constructive dialogue between myself and [involved party's name, if applicable].

I would appreciate it if you could facilitate the mediation process at your earliest convenience. Please let me know the necessary steps to move forward, and any information you may require from me.

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

Sincerely,

[Your Name]