

# Request for Involvement in Mediation Proceedings

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request my involvement in the mediation proceedings regarding [brief description of the issue, e.g., "the dispute between [Party A] and [Party B]"].

As you may be aware, I believe that my participation will be beneficial in addressing the issues at hand and contributing to a resolution that is satisfactory for all parties involved.

I would appreciate the opportunity to discuss this matter further and to outline how I can contribute to the mediation process. Please let me know a suitable time for us to meet or if you require any further information from my side.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]