

Request for Participation in Mediation Meeting

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your participation in a mediation meeting regarding [briefly state the issue or conflict]. We believe that mediation could be a valuable opportunity to address our concerns and work towards a resolution that is acceptable to all parties involved.

The mediation meeting is proposed to take place on [insert date] at [insert location] from [insert time] to [insert time]. We would greatly appreciate your presence and cooperation in this matter.

Please confirm your availability for this meeting at your earliest convenience. Should you have any preferences regarding the meeting arrangements or if you wish to suggest an alternative date, do not hesitate to reach out.

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

Sincerely,

[Your Name]
[Your Title or Position]
[Your Organization]