

Request for Mediation in Discrimination Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request mediation regarding the discrimination dispute that has arisen between myself and [Company/Organization Name]. The events leading to this dispute include [briefly describe the discrimination issue], which I believe warrants a constructive discussion.

Mediation presents an opportunity for us to resolve this matter amicably and come to a mutual understanding, avoiding further escalation. I believe that engaging a neutral third-party mediator could assist us in addressing these concerns effectively.

I am hopeful that we can arrange for a mediation session at your earliest convenience. Please let me know your availability so that we may proceed accordingly.

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

Sincerely,

[Your Name]