

Mediation Request for Construction Project

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request mediation regarding the ongoing issues related to the construction project at [Project Location/Name]. Despite our previous efforts to resolve these matters, we have encountered persistent disagreements that have hindered the project's progress.

The specific issues that require mediation include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We believe that mediation could facilitate a constructive dialogue to reach a resolution acceptable to both parties. We propose to schedule a mediation session at your earliest convenience, and we are open to suggestions regarding a neutral mediator.

Thank you for your attention to this matter. I look forward to your prompt response to initiate the mediation process.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]