

Mediation Request Letter

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a mediation session concerning an ongoing disagreement between us that has affected our working relationship.

The issues at hand revolve around [briefly describe the nature of the disagreement, e.g., communication styles, project responsibilities, etc.]. I believe that addressing these concerns in a structured environment would be beneficial for both parties.

I suggest involving a neutral third-party mediator to help facilitate our discussion. This could provide us a safe space to express our viewpoints and work towards a resolution that is satisfactory to both sides.

Please let me know your availability, as well as your thoughts on the proposed mediation, by [insert a deadline for response]. I am hopeful that we can come together to resolve this matter amicably and enhance our collaboration moving forward.

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

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[Your Contact Information]