

Formal Request for Mediation

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally request mediation concerning the contract dispute arising from [briefly describe the nature of the dispute, including the contract date and parties involved]. Despite our ongoing discussions to resolve this matter amicably, we have been unable to reach a satisfactory agreement.

In light of this, I believe that mediation could provide a constructive forum for both parties to address the issues at hand and work toward a mutually agreeable resolution. I propose that we engage the services of [suggest a mediation service or mediator, if applicable], or we can agree on a mediator that suits both parties.

Please let me know your availability for a preliminary discussion regarding this mediation request. I look forward to your prompt response so we can expedite this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]