

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request mediation to address and resolve a business conflict that has arisen between our companies. We believe that engaging a neutral third party will help facilitate a constructive dialogue and lead to a mutually beneficial resolution.

The issue at hand involves [briefly describe the nature of the conflict]. We have made several attempts to resolve this matter amicably, but we have not been able to reach a satisfactory agreement.

We propose that a mediation session be scheduled at your earliest convenience. Please let us know your available dates, and we will do our best to accommodate.

Thank you for considering this request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]