

# Request for Mediation

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request mediation regarding a disputed billing issue associated with my account ([Insert Account Number or Reference]) dated [Insert Date of Invoice or Billing].

The billing dispute pertains to [briefly explain the issue, e.g., incorrect charges, services not rendered, etc.]. Despite my previous attempts to resolve this matter directly through your customer service, we have not reached a satisfactory resolution.

Please let me know your availability for a mediation session, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]