

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

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Request for Mediation

I hope this message finds you well. I am writing to address some ongoing concerns regarding my tenancy at [Your Apartment/Unit Number, Address], and to propose a mediation session to resolve these issues amicably.

The specific concerns I would like to discuss include:

1. [Describe the first issue clearly and concisely]
2. [Describe the second issue, if applicable]
3. [Continue listing any additional issues as necessary]

I believe that a mediation session could provide us with an opportunity to openly discuss these matters and work toward a mutually beneficial solution. I am committed to maintaining a positive relationship and believe that effective communication is key.

Please let me know your availability for a mediation meeting in the coming weeks. I am open to suggestions on a neutral location or platform for the discussion.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]