

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request mediation regarding the custody arrangement for my child, [Child's Name], born on [Child's Birthdate].

Given the importance of establishing a stable and supportive environment for [Child's Name], I believe that mediation will provide a constructive platform for us to discuss and explore the best interests of our child. I propose that we meet at a mutually convenient time and location to begin this process. Please let me know your availability so we can move forward effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]