

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Mediation in Dispute Resolution

I hope this letter finds you well. I am writing to formally request mediation regarding the ongoing dispute between [specify parties involved] concerning [briefly describe the nature of the dispute]. To date, we have made efforts to resolve this matter through direct communication; however, we have been unable to reach a satisfactory agreement. In light of this, I believe that mediation could provide an effective platform for us to explore mutually beneficial solutions with the assistance of a neutral mediator.

I propose that we consider scheduling a mediation session at a convenient time for both parties, and I am open to suggestions on potential mediators or locations. My goal is to reach an amicable resolution that satisfies both parties involved.

Please let me know your thoughts on this proposal by [provide a deadline for response]. I appreciate your attention to this matter and look forward to your prompt reply.

Sincerely,

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