

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

[Recipient Name]
[Recipient Position]
[NLRC Office Address]
[City, State, Zip Code]

Subject: Request for Mediation

Dear [Recipient Name],

I am writing to formally request mediation for the ongoing dispute between [Your Name/Your Company] and [Other Party's Name/Their Company], concerning [brief description of the issue or dispute].

Details of the Dispute:

- Nature of the dispute: [Brief description]
- Date of occurrence: [Date]
- Relevant references: [Any relevant legal documents, if applicable]

We believe that mediation may provide an efficient pathway to resolve this matter amicably and prevent further escalation.

We are available for mediation at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]