

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

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

Subject: Request for Mediation - [Case Number or Relevant Information]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request mediation regarding [briefly describe the issue or dispute, e.g., employment termination, labor practices, etc.].

Case Details:

- Case Number: [Insert Case Number]
- Parties Involved: [Your Name/Company] and [Opposing Party's Name/Company]
- Date of Issue: [Insert Date of Issue]

I believe that mediation may provide an effective avenue for both parties to reach a satisfactory resolution. I am open to discussing potential dates and times for the mediation session at your earliest convenience. Please let me know your thoughts, or if further information is required. Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

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