

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Mediation under the National Labor Relations Act (NLRA)

I hope this letter finds you well. I am writing to formally request mediation regarding the ongoing dispute between [Your Organization/Union Name] and [Other Party's Name] that arose on [specific date or timeframe].

The issues at hand include [briefly outline the key issues or grievances]. We believe that mediation could provide a constructive path toward resolving these matters amicably and efficiently.

We kindly ask that a neutral mediator be appointed to facilitate discussions between the parties involved. We are open to scheduling a meeting at a convenient time to discuss this request further.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization/Union Name]