

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Name of Business or Public Entity]
[Name of Contact Person/Manager]
[Address of Business]

RE: Request for Mediation Regarding ADA Accessibility Issue

Dear [Name of Contact Person or Manager],

I am writing this letter to formally request mediation regarding accessibility barriers I encountered at your facility located at [Address of Location] on [Date of Visit].

I am an individual with a disability as defined by the Americans with Disabilities Act (ADA). During my visit, I encountered the following barriers that prevented me from fully and equally accessing your goods or services:

- [Describe Barrier 1, e.g., lack of ramp at the main entrance]
- [Describe Barrier 2, e.g., inaccessible restroom stalls]
- [Describe Barrier 3, e.g., lack of designated accessible parking]

I believe these issues can be resolved through a collaborative mediation process rather than through formal litigation or administrative complaints. Mediation would allow us to discuss reasonable modifications or structural changes necessary to bring the facility into compliance with ADA standards in a timely and cost-effective manner.

I suggest using a neutral third-party mediator to facilitate this discussion. Please let me know within [Number, e.g., 10] business days if you are willing to participate in mediation to resolve these concerns.

I look forward to your positive response and to working together to ensure your facility is accessible to all members of the community.

Sincerely,

[Your Signature]

[Your Printed Name]