

[Date]

[Recipient Name]

[Recipient Title]

[Company/Firm Name]

[Address]

**Re: Formal Request for Mediation - [Case Name/Reference Number]**

Dear [Recipient Name],

I am writing to formally request that the parties engage in mediation to resolve the outstanding issues regarding [briefly state the matter, e.g., the contract dispute dated January 1, 2023].

We believe that mediation offers a constructive and cost-effective alternative to formal litigation, allowing both parties to reach a mutually beneficial agreement. To facilitate this process, we propose the following potential mediators:

- [Mediator Name 1]
- [Mediator Name 2]
- [Mediator Name 3]

Regarding scheduling, we are available on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

Please review these dates and the list of proposed mediators. If you have alternative suggestions for a mediator or require different dates, please let us know by [Deadline Date].

We look forward to your response and to resolving this matter through the mediation process.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Phone Number]

[Your Email Address]