

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Formal Request for Mediation regarding Easement [Reference Number/Description]

Dear [Recipient Name],

I am writing to you regarding the ongoing disagreement concerning the commercial easement located at [Location/Address of Easement]. As you are aware, there are conflicting views regarding [briefly state the issue, e.g., maintenance responsibilities, access restrictions, or physical encroachments].

Despite previous attempts to resolve this matter through direct correspondence, we have yet to reach a mutually agreeable solution. In the interest of maintaining a professional business relationship and avoiding the significant costs and delays associated with formal litigation, I propose that we submit this dispute to formal mediation.

I suggest using [Name of Mediation Service or Independent Mediator] or, alternatively, I invite you to propose a qualified mediator for my consideration. I believe a neutral third party can assist us in reaching a practical compromise that respects the legal rights and commercial needs of both parties.

Please let me know by [Date] if you are willing to participate in mediation. Once we agree on the process, we can coordinate a date and time that fits our respective schedules.

I look forward to your positive response and to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]