Dear (Other Person’s name):

I contacted (Name of Mediation Service you may use) and spoke to (contact person) regarding our (dispute, disagreement, conflict, etc.). I explained that we have been unable to find a solution to our problem regarding the (matter of issue). The (Name of Mediation Service) can arrange a mediation session at their office to help us reach an agreement.

They will schedule a time that is convenient for both of us and their trained mediators will help us come up with a list of issues and possible solutions. We would then create an agreement using the solutions that we both find acceptable.

We would each have to pay only ($ for a (two-hour session). (Option: you can offer to pay the full ($ as further incentive to bring the other party to mediation.)

I would like to resolve this matter soon and in a manner that would cause us both the least amount of stress, time, and money. Please consider mediation. If you have any questions about the process or the service offered through (Name of Mediation Service) you can contact them at (Their phone number)

Please let me know if you are interested in this option.

Respectfully,

Signature
(Your Name)