

Requesting Mediation - Letter



Today's Date (include month, day, and year)

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of person to whom you're writing

Title

Street Address

City, State, Zip Code

Dear (Person's name),

My son/daughter, (child's name), currently attends (name of school) and is in the (___) grade in (teacher's name) class. I am writing to inform you that the school and I are in disagreement concerning (BRIEFLY state what the disagreement is about). We have been unsuccessful in resolving this dispute, and I am requesting mediation so that we may resolve our differences.

I would like the mediation to be done as soon as possible. Please let me know when this can be arranged and send me a copy of the school's guidelines on mediation. My daytime telephone number is (give your phone number). Thank you for your assistance in this matter.

Sincerely,

Your name

cc: your child's principal

your child's teacher

Note: The "cc:" at the bottom of the letter means you are sending a copy of your letter to the people listed after the cc.