

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

Your Name
Street Address
City, State, Zip Code
Your email address
Daytime telephone number

Name of person to whom you're writing
Title
Street Address
City, State, Zip Code

Re: Name of Child, Name of School, Purpose of Letter (Request for Mediation)

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 / copy sent to: your child's principal
your child's teacher

* Adapted from the National Dissemination Center for Children with Disabilities