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

[Date]

[Opposing Counsel Name]
[Opposing Law Firm Name]
[Address]
[City, State, Zip Code]

Re: [Case Name/Caption]
Court/Case Number: [Case Number]
Subject: Proposal for Alternative Dispute Resolution (ADR)

Dear [Opposing Counsel Name],

I am writing to discuss the potential for resolving the above-referenced matter through Alternative Dispute Resolution (ADR). Given the current status of discovery and the upcoming litigation schedule, we believe it would be in the best interest of all parties to explore a formal settlement process at this stage.

Our client is interested in pursuing the following ADR method: [Mediation / Arbitration / Neutral Evaluation]. We believe this approach will provide an efficient and cost-effective means of reaching a resolution compared to continued trial preparation.

We suggest the following individuals to serve as the neutral third party:

- [Name of Proposed Mediator/Arbitrator 1]
- [Name of Proposed Mediator/Arbitrator 2]
- [Name of Proposed Mediator/Arbitrator 3]

Please let us know if you agree to any of the individuals listed above, or feel free to propose alternative neutrals for our consideration. Additionally, please provide your availability for an ADR session during the weeks of [Date] and [Date].

This letter is sent for settlement purposes only and is protected under [State/Federal] Rule of Evidence [Rule Number] regarding compromise offers and negotiations.

I look forward to hearing from you regarding your client's position on this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Your Client's Name]