

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

[Date]

[EEOC Mediator Name / ADR Coordinator]
U.S. Equal Employment Opportunity Commission
[Local Office Address]
[City, State, Zip Code]

RE: Notice of Willingness to Participate in Mediation

Charging Party: [Client Name]

Respondent: [Employer Name]

EEOC Charge No.: [Charge Number]

Dear [Mr./Ms. Last Name],

This law firm represents [Client Name] regarding the above-referenced Charge of Discrimination filed against [Employer Name].

On behalf of my client, I am writing to formally accept the invitation to participate in the EEOC's Voluntary Mediation Program. My client is interested in exploring a potential resolution to this matter through the Alternative Dispute Resolution (ADR) process.

Please provide us with available dates for a mediation session. I will be attending as legal counsel for the Charging Party. We look forward to receiving the necessary scheduling information and the mediation agreement from your office.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Printed Name]
Counsel for [Client Name]