

[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]**

**Case Number: [Court Case Number]**

Dear [Opposing Counsel Name],

I am writing to discuss scheduling mediation for the above-referenced matter. We believe that mediation may be a productive step toward resolving this dispute at this time.

I suggest the following mediators for your consideration:

- [Mediator Name 1]
- [Mediator Name 2]
- [Mediator Name 3]

Please let me know if you agree to any of the individuals listed above, or feel free to provide a list of mediators you prefer.

Additionally, my office is available on the following dates for a mediation session:

- [Date 1]
- [Date 2]
- [Date 3]

Please review your calendar and let me know if any of these dates work for you and your client. If not, please provide several alternative dates for our review.

I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]