

[Your Name/Law Firm]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm]

[Address]

[City, State, Zip Code]

RE: [Case Name]

Case Number: [Court Case Number]

Dear [Opposing Counsel Name],

Now that the discovery phase in the above-referenced matter has concluded, we believe this case is ripe for mediation. Engaging in settlement discussions at this stage may prove beneficial for all parties to avoid the costs and uncertainties of trial.

We propose the following mediators for your consideration:

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

If any of these individuals are acceptable to you, please let us know. Alternatively, please provide a list of mediators you would prefer to use.

Regarding scheduling, we are currently available on the following dates:

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

Please review these dates with your client and let us know which works best. Once we have agreed upon a mediator and a date, we will coordinate with their office to formalize the session.

I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]