

Date: [Insert Date]

To: [Mediator Name]
[Mediation Firm/Organization]
[Address]

RE: Referral for Mediation Services

Case Name: [Party A] v. [Party B]

Matter/Reference Number: [Insert Number]

Dear [Mediator Name],

I am writing to formally refer the above-referenced matter to you for mediation services. The parties involved have agreed to engage in alternative dispute resolution to seek a mutually beneficial settlement.

Party Information:

- **Party A:** [Name] represented by [Counsel Name, if applicable]
- **Party B:** [Name] represented by [Counsel Name, if applicable]

Case Summary:

This dispute involves [Briefly describe the nature of the case, e.g., breach of contract, employment dispute, family matter]. The primary issues to be addressed include [List 2-3 key issues].

Status of Litigation:

[Indicate if a lawsuit has been filed, current deadlines, or if this is pre-litigation.]

Documentation:

Please find enclosed [List any attached documents, e.g., summaries, pleadings, or contracts]. We will provide more detailed mediation briefs by [Insert Date].

Please let us know your current availability for a mediation session during the weeks of [Insert Dates] and provide us with your fee schedule and mediation agreement.

We look forward to working with you to resolve this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Phone Number]
[Email Address]