

**CONFIDENTIAL**

Date: [Insert Date]

[Mediator Name]

[Mediator Practice Name]

[Address]

[City, State, Zip Code]

**RE: Referral for Mediation - [Party A Name] and [Party B Name]**

Dear [Mediator Name],

I am writing to formally refer the above-named parties to you for professional mediation services regarding their family law matter. My firm represents [Client Name] in this proceeding.

**Matter Overview:**

- **Nature of Case:** [e.g., Divorce, Child Custody, Property Division]
- **Current Status:** [e.g., Pre-litigation, Pending Court Date, Post-judgment Modification]
- **Other Counsel:** [Attorney Name/Firm] represents [Party B Name].

**Primary Issues for Resolution:**

[Briefly list issues: e.g., Parenting schedule, spousal support, valuation of business assets, etc.]

**Special Considerations:**

[Note any safety concerns, communication barriers, or specific deadlines, or state "None"].

I have discussed your services with my client, and they are prepared to proceed. Please contact my office or the parties directly to provide your intake forms and fee schedule.

Thank you for your assistance in resolving this matter.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email Address]