

Date: [Date]

To: [Mediator Name]
[Mediation Firm Name]
[Address]
[City, State, Zip]

RE: Referral for Mediation Services

Claimant: [Plaintiff Name]
Insured/Defendant: [Defendant Name]
Claim Number: [Claim/Case Number]
Date of Loss: [Date of Accident]

Dear [Mediator Last Name],

The parties in the above-referenced personal injury matter have agreed to submit this case to private mediation. We would like to request your services as a neutral mediator to assist in reaching a settlement.

Case Summary:

This matter involves a [Type of accident, e.g., motor vehicle collision] that occurred on [Date]. The Plaintiff sustained injuries including [Briefly list main injuries]. Liability is [Admitted/Contested].

Status of Negotiations:

The parties have exchanged initial settlement demands and offers but remain at an impasse. We believe your expertise will be instrumental in bridging the current gap.

Mediation Logistics:

We are looking to schedule the session during the month of [Month]. Please provide your current availability, fee schedule, and any required mediation agreement forms. Both parties have agreed to split your fees [Equally / As per specific agreement].

We will forward a formal mediation brief and relevant medical records/bills at least [Number] days prior to the scheduled date.

Thank you for your time and assistance. We look forward to working with you.

Sincerely,

[Your Name]
[Your Law Firm]
[Your Phone Number]
[Your Email]

CC: [Opposing Counsel Name]