

Date: [Insert Date]

[Mediator Name]

[Mediation Firm Name]

[Address]

[City, State, Zip Code]

RE: Referral for Mediation Services - [Property Address or Case Reference]

Dear [Mediator Name],

I am writing to formally refer a real estate dispute for professional mediation services. The parties involved have reached an impasse and have agreed to seek your assistance in reaching a voluntary resolution.

Parties Involved:

- **Party A:** [Name/Role, e.g., Buyer] - Contact: [Phone/Email]
- **Party B:** [Name/Role, e.g., Seller] - Contact: [Phone/Email]

Nature of the Conflict:

[Briefly describe the issue: e.g., Earnest money deposit dispute, property condition disclosure, boundary line disagreement, or breach of contract].

Current Status:

[Insert brief status: e.g., A formal demand letter has been sent, or litigation has been threatened but not yet filed].

The parties are seeking a session to be scheduled at your earliest convenience. Please provide your fee schedule, available dates, and any intake forms required to begin the process.

Thank you for your time and professional assistance.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]