

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mediator Name]

[Mediation Firm/Organization]

[Address]

[City, State, Zip Code]

**RE: Referral for Mediation - Intellectual Property Dispute: [Case Name/Reference Number]**

Dear [Mediator Name],

I am writing to formally refer an intellectual property dispute for professional mediation services. The parties involved have agreed to seek a collaborative resolution through your office.

**Parties Involved:**

Claimant: [Name of Individual or Entity], represented by [Counsel Name]

Respondent: [Name of Individual or Entity], represented by [Counsel Name]

**Nature of the Dispute:**

This matter involves issues concerning [e.g., Patent Infringement / Trademark Violation / Copyright Ownership / Trade Secret Misappropriation]. Specifically, the dispute pertains to [provide a one-sentence description of the IP asset or core conflict].

**Current Status:**

[Specify if litigation has been filed, current court deadlines, or if this is a pre-litigation referral].

**Proposed Timeline:**

The parties would like to schedule a mediation session during the week of [Date]. Please provide your current availability, fee schedule, and standard mediation agreement for our review.

Relevant pleadings and technical documentation will be provided once the engagement is formalized and a confidentiality agreement is in place.

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

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Role]