

[Your Name/Firm Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mediator Name]

[Mediator Firm Name]

[Address]

[City, State, Zip Code]

Re: Referral for Partnership Dissolution Mediation - [Partnership Name]

Dear [Mediator Name],

I am writing to formally refer the partners of [Partnership Name] to your office for professional mediation services regarding the dissolution of their business partnership.

The parties involved are:

- [Partner Name 1] - [Contact Information]
- [Partner Name 2] - [Contact Information]

The partners have reached a mutual decision to dissolve their professional relationship. However, they require the assistance of a neutral third party to facilitate an equitable distribution of assets, settlement of outstanding liabilities, and the formal wind-down of operations.

Key areas requiring mediation include:

- Division of physical and intellectual property.
- Allocation of remaining business debts and obligations.
- Client transition or retention agreements.
- Finalization of the dissolution timeline.

I have advised the partners to contact your office directly to schedule an initial consultation. Please let me know if you require any specific documentation or preliminary summaries from our side to begin the process.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Role]