

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Mediator Name]

[Mediation Firm Name]

[Address]

[City, State, Zip Code]

RE: Referral for Probate Mediation - Estate of [Deceased Name]

Dear [Mediator Name],

I am writing to formally refer a probate and estate dispute to your office for mediation services. I represent [Your Client's Name], who is the [Relationship, e.g., Beneficiary/Executor] in this matter.

Case Background:

The decedent, [Deceased Name], passed away on [Date]. The estate is currently being handled in [County/Court Name], Case Number [Case Number].

Nature of the Dispute:

The parties are currently in disagreement regarding:

[Briefly list issues, e.g., Validity of the Will, Distribution of Assets, Breach of Fiduciary Duty, or Valuation of Property].

Interested Parties and Counsel:

- **Party A:** [Name] - Represented by [Attorney Name]
- **Party B:** [Name] - Represented by [Attorney Name]

All parties have expressed a willingness to engage in mediation to seek a voluntary resolution. We would like to schedule a session during the weeks of [Date Range].

Please contact my office at [Phone Number] or [Email] to provide your availability, current fee schedule, and any necessary mediation agreements. We will provide relevant pleadings and a brief summary of the issues once the session is confirmed.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]