

## **URGENT: REFERRAL TO CIVIL MEDIATION**

Date: [Date]

[Recipient Name]  
[Recipient Title/Firm]  
[Address Line 1]  
[City, State, Zip Code]

**RE: [Case Name / Case Reference Number]**

Dear [Name],

This letter serves as an urgent formal referral for civil mediation regarding the above-referenced matter. Given the approaching deadlines and the complexity of the issues involved, we believe immediate alternative dispute resolution is necessary to avoid further litigation costs and court intervention.

The primary issues for mediation include:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Due to the [Trial Date / Motion Deadline] scheduled for [Date], we request that this mediation be convened no later than [Target Date].

We propose the following mediators to oversee the proceedings:

1. [Mediator Name 1]
2. [Mediator Name 2]

Please confirm your availability and your client's willingness to participate in this process by [Time/Date]. Failure to respond by this deadline may result in a formal application to the court for a stay of proceedings or a request for a court-ordered settlement conference.

We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Law Firm/Company]  
[Contact Information]