

Subject: Regarding Alternative Dispute Resolution Scheduling - [Case Name/Reference Number]

Date: [Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Address]

Dear [Recipient Name],

I am writing to discuss the scheduling of the Alternative Dispute Resolution (ADR) session for the matter of [Case Name/Reference Number].

Following our previous communications, we would like to propose the following dates and times for the [Mediation/Arbitration/Neutral Evaluation] session:

- Option 1: [Date] at [Time]
- Option 2: [Date] at [Time]
- Option 3: [Date] at [Time]

The session is intended to be held at [Physical Location or Virtual Platform Link].

Please review these options and confirm which date works best for you and your client by [Response Deadline Date]. If none of these dates are suitable, please provide a list of your available dates within the next [Number] days.

Additionally, please confirm the names of all parties and representatives who will be attending the session.

I look forward to your prompt response so that we may finalize the arrangements.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]