

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Firm/Company]
[Recipient Address]
[City, State, Zip Code]

**Re: [Case Name / Reference Number] - Proposal for Alternative Dispute Resolution (ADR)
Dates**

Dear [Recipient Name],

Following our recent discussions regarding the potential for Alternative Dispute Resolution (ADR) in the above-referenced matter, I am writing to propose specific dates and potential neutrals to facilitate this process.

We believe that [Mediation/Arbitration/Early Neutral Evaluation] would be a productive step toward reaching a resolution. To that end, we propose the following dates for the session:

- [Option 1: Date]
- [Option 2: Date]
- [Option 3: Date]
- [Option 4: Date]

Additionally, we suggest the following individuals to serve as the neutral third party:

1. [Name of Proposed Neutral 1]
2. [Name of Proposed Neutral 2]
3. [Name of Proposed Neutral 3]

Please let us know if any of the above dates are convenient for you and your client, and if you have any objections to the proposed neutrals. If these dates do not work, please provide a list of your available dates within the next [Number] days.

We look forward to hearing from you and moving forward with the ADR process.

Sincerely,

[Your Signature]

[Your Printed Name]