

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Opposing Party Name or Counsel Name]  
[Opposing Party Address]  
[City, State, Zip Code]

**RE: [Case Name or Dispute Reference Number]**

Dear [Name],

Pursuant to our recent discussions regarding Alternative Dispute Resolution for the above-referenced matter, I am writing to propose a list of preferred neutrals to serve as [Mediator/Arbitrator].

Based on their expertise in [Type of Law, e.g., Construction, Employment, Family Law], I suggest the following individuals:

- [Name of Candidate 1] - [Firm/Organization]
- [Name of Candidate 2] - [Firm/Organization]
- [Name of Candidate 3] - [Firm/Organization]

Please review these suggestions and let me know if any of these individuals are acceptable to you. If you have alternative suggestions, please provide them for my consideration by [Date].

I look forward to hearing from you so that we may finalize the selection and schedule a session.

Sincerely,

[Your Signature]

[Your Printed Name]