

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

[Mediator Name/Agency Name]
[Address]
[City, State, Zip Code]

RE: [Case Number or Reference Name]

Dear [Mediator Name],

I am writing in response to your correspondence dated [Date of Invitation] regarding the request for mediation or communication initiated by [Opposing Party Name].

Please be advised that I am formally declining to participate in this mediation process or any third-party mediated communication with the aforementioned party at this time. My decision not to engage is final.

I request that you update your records to reflect my non-participation and inform [Opposing Party Name] that I will not be attending. Please cease all further contact regarding this specific mediation request.

Thank you for your professional courtesy in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]