

Date

Name

Address

City, State

Dear _____ :

I regret that we have not been able to resolve the disagreement between us. Before we incur the expense, delay and uncertainty of litigation, I propose another approach.

Why don't we try mediation? In mediation, an independent, objective third party who knows the law meets with us to facilitate a settlement of our dispute through negotiation and compromise. The mediator has no stake in the outcome except to assist in a resolution for us.

There are many advantages to this process:

1. The cost, which we could share, is negligible compared to hiring attorneys.
2. It is faster than litigation; we could have complete mediation in the next few weeks.
3. The agreement would be ours to make or not since no outside party is imposing a decision.
4. Mediation would allow us to speak openly about our priorities and concerns. All negotiations are confidential and are not admissible as evidence in court.

Would you please investigate the advantages of mediation? I am anxious to hear from you that you will participate with me in this process.

Sincerely,