

Proposal for Mediation Engagement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a mediation engagement to address [briefly describe the issue or dispute]. The aim of this mediation is to facilitate an open dialogue and assist both parties in reaching an amicable resolution.

Our mediation process will include the following steps:

- Pre-mediation consultation to understand the needs and concerns of both parties.
- Joint mediation sessions to explore potential solutions.
- Follow-up meetings as necessary to ensure the implementation of agreements reached.

We believe that mediation can provide a cost-effective and timely solution to [specific issue]. We have successfully assisted numerous clients in similar situations, and we are confident in our ability to help you as well.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] to discuss this proposal further. I look forward to the opportunity to assist you in resolving this matter.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email]