

Address and postcode

Date 2019

Dear \*,

Re: Mediation

I am sure that you are as keen as I am to try and resolve our dispute. The Courts expect parties to a dispute, to attempt to settle the case by negotiation, or some form of Alternative Dispute Resolution (ADR) if possible, before going to Court. Which is why I am writing to you.

If you are willing to try mediation we can agree to use an independent mediator. The mediation is aimed at trying to settle the case once and for all without the need for Court (or a final Court hearing). The mediation would be voluntary and completely confidential. Anything said between us at the mediation would remain confidential and cannot be repeated outside of the mediation. So if we do not manage to settle our dispute at mediation, all our legal rights are maintained and unaffected.

I am willing to try mediation and hope you will agree. If so Mediate Online UK can supply an independent mediator. You can view their website at [www.mediateonlineuk.co.uk](http://www.mediateonlineuk.co.uk)

I would be grateful if you could let me know within the next 7 days, so we can hopefully resolve matters.

Yours