

Dear Sir/Madam

Without Prejudice Save as to Costs

We are writing to offer to mediate the dispute between us, as a final opportunity to resolve this matter without Court proceedings. [if court proceedings ongoing – We are writing to offer to mediate the dispute between us which is being dealt with by the Court]

The Courts expect parties to a dispute to use alternative dispute resolution before starting Court proceedings, pursuant to the Pre Action Protocols Practice Direction and generally.

Mediation is likely to cost considerably less than going to Court.

Mediation will help us both have a better understanding of each other's perspective and working with a completely neutral person will provide us with an opportunity to explore different ways of resolving the issues.

ProMediate (UK) limited is a Civil Mediation Council mediation provider which has an expert panel of mediators who deal with all types of dispute. They offer mediation services online, in person or by telephone on a date and at a time that suits you. The appointment can be booked in a few days.

Mediation is confidential and we can settle this dispute in a way that will take into account both of our needs. It will also give us an agreement that is legally binding too.

There is a fee that is to be paid by both of us but this will be considerably less than going through the court process, in terms of costs and time that we will both have to spend.

If you do not wish to communicate with us direct you can contact ProMediate to discuss mediation and arrange an appointment.

We hope that you accept our offer of mediation and would ask that you contact ProMediate or ourselves within the next 7 working days, failing which we reserve the right to start [continue] legal proceedings and to draw the attention of the Court to our correspondence in this regard when it comes to consider who should pay the Court fees and costs.

Yours Faithfully