

[Date]

Re: Invitation to Participate in Discussions about Mediation Quality

Dear []:

On behalf of the [organizing Committee] I would like to invite you to participate in a facilitated discussion about mediation quality on [Date of Discussion] at [Location]. The purpose of this discussion is to [identify ways to improve the delivery of mediation services in civil cases (*or other appropriate language*)].

We are asking you and other experienced users of mediation services to share your views about the quality of mediation. We have invited outside counsel, in-house counsel, and non-attorneys who work for parties in mediation.

The discussion session will begin at [Time] in our [Room], [Exact Address]. We promise that we will not keep you beyond [End Time]. The meeting will consist of small groups discussions of specific questions and topics related to your mediation experiences. At the end, you will be asked to complete a written questionnaire. Your responses will be confidential and your name will not appear in any publications or reports based on the discussions.

We very much hope that you will participate in the meeting. If you cannot attend the meeting, please consider sending a colleague in your place. Please RSVP by [RSVP deadline] to [designated RSVP Recipient and E-mail]. If you have questions please do not hesitate to contact any of the members of the Organizing Committee (a list is attached), or me.

Very truly yours,

Enclosure