	Roa	ard or State Associati			
	104	and of grane / 1550eldti			
Address	City		State	Zip	
	Sample Letter A	dvising of M	lediation Offi	cer	
To: Send to both the complainant	and respondent for media	ation conference			
-	-				
Dear		:			
Thank you for agreeing to mediate					
Your mediation conference has be	een scheduled for	Time		and Date	, 20
at the					
		ocation and Address			
Please advise me by		Date		if you have a c	onflict with this date.
you cannot fully explain your po whether to be represented by legal If it is your intent to have legal co This will allow appropriate notice or to have witnesses present at the	counsel at the conference ounsel or witnesses prese to be provided to all part	e is an individua ent, please so adv	al decision to be ma	ade by each of the	parties to the dispute
I may be reached at		if vou hav	ve any questions w	ith regard to your	scheduled mediation
conference or the mediation proce solution to the dispute.	Phone ess in general. I look forv		<i>v</i> 1	<i>c i</i>	
Sincerely,					
Professional Standards Administra	ator				
cc: The Mediation Officer					
*This form may be revised if the Boar	d of Directors requires med	liation of otherwise	e arbitrable matters.		

(Adopted 11/11)