

Case Ref:  
Your Ref:

Dear

**Re:**

I acknowledge with thanks receipt of instructions to act as a mediator under the Court of Protection Mediation Scheme in the above matter. You can find out more about the scheme at [www.courtprotectionmediation.uk](http://www.courtprotectionmediation.uk).

I enclose:

- (i) A pre-mediation questionnaire. Could you please fill this in and return it to me? If you consent to take part in the evaluation, this will be shared with the evaluation team.
- (ii) A draft of the Agreement to Mediate. This sets out some standard terms upon which Mediations take place. Mediation is however flexible and so if alternative terms are more suitable for your dispute, this can be amended.
- (iii) A checklist for parties. This is to help you prepare for the mediation.

I will be contacting you shortly to set up a pre-mediation meeting (probably by phone), so if you have any questions about any of these documents, we can discuss them then.

I look forward to speaking with you.

Yours faithfully

Mediator