	Board or State Asso	ociation		
Address	City	State	Zip	
Sample	e Letter Advising o	of Mediation Office	cer	
To: Send to both the complainant and respond	dent for mediation confere	nce		
Dear	:			
Thank you for agreeing to mediate your dispu	ute with			·:
Your mediation conference has been schedul	led for	D-	1 D-4-	, 20
		Da	ly and Date	
at the				
	Location and Add	lress		
The procedures for a mediation conference a REALTORS®. Since a mediation conference i	Date are less formal than the pairs not an arbitration procee	rocedures for an arbitrading or court action, bu	ation hearing condutrather a structur	ed negotiation to fin
The procedures for a mediation conference a REALTORS [®] . Since a mediation conference is a mutually acceptable solution to a dispute, if you cannot fully explain your position with	Date are less formal than the proceed it is not necessary for you nout a witness, you may a	rocedures for an arbitration or court action, but to present testimony frank a witness(es) to be	ation hearing condut rather a structurom witnesses. Ho	ducted by a Board of red negotiation to fin wever, if you believ nally, the decision of
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*This form may be revised if the Board of Directors requires mediation of otherwise arbitrable matters.

(Adopted 11/11)