

September 27, 2004

Dear

This letter addresses your request for mediation services for [redacted]. We have been unsuccessful in contacting you to discuss the status of your request and are interested in knowing if you want the Office for Dispute Resolution to continue in our efforts to schedule a mediation session. Please contact the office by [redacted] to discuss Office for Dispute Resolution continued involvement with your concerns. Should we not hear from you by the above date, the case will be closed as a withdrawal.

In the event you cannot contact this office during the normal hours of 8:00a.m. to 4:00 p.m., you may leave a message with the answering service (800-992-4334) indicating a convenient time for a return call. The office staff will accommodate your needs for a return call.

Thank you for your prompt attention to this matter.

Respectfully,

Case Manager