



**Arrowsmith Community Justice Society**  
Community Dispute Resolution  
727 West Island Highway  
Parksville, BC V9P 1B9  
(250) 954-2968

*Date - fill in date*

Name  
Address  
Of participant

Dear Neighbour;

**RE: Invitation to contact Arrowsmith Community Justice Society – Community Dispute Resolution**

The Arrowsmith Community Justice Society (ACJS) and its community dispute resolution process has been contacted by \_\_\_\_\_<sup>1</sup> regarding a problem that has arisen between you.

We are a volunteer based organization of trained facilitators and mediators working within the community to help resolve disputes between individuals and groups. The program's volunteer facilitators' help people manage their differences and work towards developing mutually agreed upon solutions.

In an effort to decide whether the ACJS - Community Dispute Resolution process could assist in this matter, we would appreciate it if you would contact us at your earliest convenience. Please understand that mediation is a voluntary process. You are under no obligation to participate if you conclude that our services would not help in your situation.

We would be happy to answer any questions you may have about our services. We look forward to hearing from you. When you call, please quote the reference number \_\_\_\_\_<sup>2</sup>. Thank you.

Sincerely,

Alyssa Noble  
Community Dispute Resolution Coordinator