

# Mediation Settlement Proposal

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We appreciate the opportunity to engage in mediation regarding [briefly describe the matter in dispute]. After careful consideration of the issues at hand, we are proposing a settlement that we believe is fair and reasonable for both parties.

## Settlement Proposal

### 1. Terms of Settlement:

- [Term 1]
- [Term 2]
- [Term 3]

### 2. Timeline for Implementation:

[Specify any relevant deadlines or timeframes for the implementation of the terms.]

### 3. Confidentiality:

Both parties agree to maintain the confidentiality of this proposal and the mediation process.

We believe this proposal presents a viable solution to our current issues and allows us to move forward amicably. We look forward to discussing this proposal further during our mediation session on [scheduled date].

Thank you for your attention and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]