

Letter of Mediation Outcome

Date: [Insert Date]

To: [Board Director's Name]

[Director's Position]

[Company Name]

[Company Address]

Dear [Board Director's Name],

We are writing to inform you of the outcome of the mediation session held on [insert date of mediation] regarding the legal case [insert case name/number]. The mediation aimed to resolve the disputes outlined in the complaint filed on [insert date of filing].

During the session, all parties engaged in meaningful discussions, and we are pleased to report that the following agreements were reached:

- [Agreement 1]
- [Agreement 2]
- [Agreement 3]

Both parties have agreed to proceed with the implementation of these terms, with an understanding that this resolution is final and will preclude any future claims related to this matter.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]