

Mediation Outcome Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the outcome of the mediation session held on [Insert Date of Mediation].

The mediation process aimed to resolve the following dispute: [Briefly describe the dispute]. After discussions and negotiations, the following agreement has been reached:

- [Detail of Agreement Point 1]
- [Detail of Agreement Point 2]
- [Detail of Agreement Point 3]

Both parties have agreed to abide by the terms outlined above. This agreement will be effective as of [Insert Effective Date].

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]