

Mediation Process Outline

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Introduction

This letter serves to outline the mediation process regarding [insert brief description of the issue].

Purpose of Mediation

The aim of this mediation is to:

- Facilitate open communication between parties
- Identify areas of mutual agreement
- Explore possible solutions

Participants

The mediation will involve:

1. [Party A Name]
2. [Party B Name]
3. [Mediator Name]

Mediation Process Steps

1. Introduction and ground rules
2. Each party presents their perspective
3. Open discussion and questions
4. Brainstorming solutions
5. Reach an agreement
6. Document the agreement

Confidentiality

All statements made and documents shared during the mediation process will be kept confidential.

Next Steps

Please let us know your availability for the mediation session by [insert response deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]