

# Mediation Process Overview

Dear [Recipient's Name],

We would like to provide you with an overview of the mediation process to facilitate a smooth resolution between [Party A] and [Party B]. This process aims to assist both parties in reaching a mutually beneficial agreement.

## Step 1: Preparation

Both parties will gather relevant information and key issues that need to be addressed during the mediation session.

## Step 2: Mediation Session

The mediation session will be conducted by a neutral mediator who will guide the discussion between both parties, ensuring a respectful and constructive environment.

## Step 3: Negotiation

During the negotiation stage, both parties will express their concerns and propose solutions with the mediator's assistance.

## Step 4: Agreement

If an agreement is reached, the mediator will help formalize the terms, ensuring both parties understand and consent to the resolution.

## Step 5: Follow-Up

A follow-up may be scheduled to ensure that the agreement is being implemented and to address any further issues that may arise.

We believe that mediation can provide a positive outcome for both parties while minimizing disruption to your business operations. If you have any questions or wish to discuss this further, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]