

# Mediation Follow-Up Letter

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. Following our recent mediation session on [insert date of mediation], I wanted to take this opportunity to follow up regarding the outstanding project issues we discussed.

While we made some progress during the mediation, there are still several key points that require further attention:

- Issue 1: [Brief description]
- Issue 2: [Brief description]
- Issue 3: [Brief description]

As we move closer to the arbitration process, I believe it is crucial for us to attempt to resolve these matters collaboratively. I propose setting up a follow-up meeting on [insert date], where we can further discuss the outstanding issues and explore potential resolutions.

Please let me know your availability for this meeting or if there are alternative dates that work better for you.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]