

Letter of Mediation Process Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to clarify the mediation process we are about to undertake concerning [briefly describe the subject of the mediation].

During mediation, a neutral third party will facilitate discussions between both parties to help find a mutually acceptable resolution. It is imperative that we approach this process with an open mind and a willingness to communicate.

Please remember the following key points regarding the mediation:

- All discussions will remain confidential.
- Both parties have the opportunity to express their perspectives.
- The mediator will not take sides nor make binding decisions.
- Our goal is to reach a solution that is acceptable to both parties.

If there are any questions or further clarifications needed, feel free to reach out at [your phone number] or [your email].

Thank you for your cooperation. I look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]