

Mediation Summary

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Summary of Mediation Session

Introduction

This letter serves as a summary of the mediation session held on [Insert Date] between [Insert Participant Names].

Key Points Discussed

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

Agreements Reached

The following agreements were reached during the session:

1. [Agreement 1]
2. [Agreement 2]
3. [Agreement 3]

Next Steps

Please ensure that the agreements are followed up with the relevant actions outlined above. A follow-up meeting is scheduled for [Insert Date].

Conclusion

Thank you for your participation in the mediation process. We look forward to resolving this matter amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]