

Follow-Up on Mediation Regarding Unresolved Claims

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent mediation session held on [Insert Date of Mediation]. As you are aware, we addressed various claims, but unfortunately, we were unable to reach a resolution on the following matters:

- [Claim 1]
- [Claim 2]
- [Claim 3]

We believe it is essential to continue our dialogue and explore further options to resolve these issues amicably. We are thoroughly committed to finding a solution that is satisfactory for all parties involved.

Please let us know your availability for a follow-up meeting, or if you prefer, we can arrange a conference call. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]