

# Proposed Mediation Terms

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to propose the following terms for mediation regarding the disputing claims between [Your Company/Name] and [Recipient's Company/Name].

## Proposed Terms:

1. **Mediator:** We suggest [Mediator's Name], an experienced professional in [Area of Expertise].
2. **Date of Mediation:** We propose [Proposed Date] at [Proposed Time].
3. **Location:** [Proposed Location or Virtual Platform].
4. **Preparation:** Both parties will provide relevant documentation at least [X days] before the mediation.
5. **Confidentiality:** All discussions during mediation will remain confidential.
6. **Costs:** The costs of mediation will be shared equally unless otherwise agreed upon.

Please review these proposed terms and let us know if you agree or have any suggestions for adjustments. We believe mediation can be a constructive way to resolve our differences amicably.

Thank you for considering this proposal. We look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Name]  
[Your Contact Information]