

Summary of Disputes for Mediation Session

Date: [Insert Date]

To: [Mediator's Name]

From: [Your Name]

Subject: Summary of Disputes between [Landlord's Name] and [Tenant's Name]

Introduction

This letter serves to summarize the disputes that will be discussed in the upcoming mediation session between [Landlord's Name] and [Tenant's Name].

Parties Involved

Landlord: [Landlord's Name, Address, Contact Information]

Tenant: [Tenant's Name, Address, Contact Information]

Disputes Summary

1. **Issue 1:** [Brief description of the first issue, e.g., rent payment disputes]
2. **Issue 2:** [Brief description of the second issue, e.g., property maintenance concerns]
3. **Issue 3:** [Brief description of the third issue, e.g., eviction notice disputes]

Desired Outcomes

In the mediation session, both parties hope to achieve the following outcomes:

- [Desired outcome 1]
- [Desired outcome 2]
- [Desired outcome 3]

Conclusion

We appreciate your assistance in facilitating this mediation and look forward to finding an agreeable resolution to our disputes.

Best regards,

[Your Name]

[Your Contact Information]