

# Conflict Resolution Mediation Action Plan

**Date:** [Insert Date]

**To:** [Recipient Name]

**From:** [Your NGO Name]

**Subject:** Mediation Action Plan for [Conflict Description]

## 1. Background

[Briefly describe the conflict situation and its context.]

## 2. Objective

[State the goals of the mediation process.]

## 3. Key Stakeholders

- [Stakeholder Name 1]
- [Stakeholder Name 2]
- [Stakeholder Name 3]

## 4. Mediation Process

1. [Step 1: Description]
2. [Step 2: Description]
3. [Step 3: Description]

## 5. Timeline

[Outline the timeline of the mediation process.]

## 6. Expected Outcomes

[List the anticipated outcomes from the mediation.]

## 7. Follow-up Actions

[Describe the follow-up actions post-mediation.]

Thank you for your attention to this matter. We are committed to facilitating a constructive resolution.

Sincerely,

[Your Name]

[Your Position]

[Your NGO Name]

[Contact Information]