

# Conflict Resolution Mediation Outcome Report

Date: [Insert Date]

Prepared by: [NGO Name]

## Parties Involved:

- Party A: [Name/Organization]
- Party B: [Name/Organization]

## Background:

[Brief description of the conflict and its context]

## Mediation Process:

[Detailed overview of the mediation process, including dates and methods used]

## Outcomes:

1. [Outcome 1]
2. [Outcome 2]
3. [Outcome 3]

## Agreed Actions:

- [Action Item 1: Description and responsible party]
- [Action Item 2: Description and responsible party]
- [Action Item 3: Description and responsible party]

## Follow-Up:

[Details on follow-up actions and timelines]

## Conclusion:

[Summary of the mediation and the importance of the outcomes]

Thank you for your attention.

Yours sincerely,

[Your Name]

[Your Position]

[NGO Name]

[Contact Information]