

Partnership Conflict Mediation Outline

Date: [Insert Date]

To: [Insert Name(s) of Partners]

From: [Your Name]

Subject: Mediation Outline for Partnership Conflict

1. Introduction

Brief overview of the conflict and purpose of mediation.

2. Background Information

Summary of the partnership history and context of the conflict.

3. Statement of the Conflict

Detailed explanation of the issues at hand.

4. Goals of Mediation

Outline the objectives both parties wish to achieve through mediation.

5. Mediation Process

Steps to be followed during mediation session.

6. Confidentiality Agreement

Explanation of the confidentiality terms during the mediation process.

7. Next Steps

Proposed dates and times for mediation sessions.

8. Conclusion

Encouragement towards resolution and reaffirmation of partnership values.

Best Regards,

[Your Name]

[Your Contact Information]