

# Partnership Mediation Outcome

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Mediation Outcome Summary

Dear [Recipient's Name],

We are writing to formally communicate the outcomes of the mediation session held on [insert date of mediation]. The purpose of the mediation was to address the concerns and issues arising between [Partner 1] and [Partner 2].

## Summary of Agreements Reached

- Agreement 1: [Description of Agreement]
- Agreement 2: [Description of Agreement]
- Agreement 3: [Description of Agreement]

## Next Steps

We encourage both parties to take the following next steps:

- Next Step 1: [Description of Next Step]
- Next Step 2: [Description of Next Step]

Please feel free to reach out if there are any questions or further clarifications needed. Thank you for your cooperation throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]