

Follow-Up Letter After Conflict Mediation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up After Mediation Session

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up after our recent mediation session on [date of mediation]. I appreciate the time and effort we all put into the discussions, and I believe we made some significant progress toward resolving the issues at hand.

During our meeting, we touched upon the following key points:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

I believe that by continuing to communicate openly and constructively, we can build upon the agreements made and work toward a more collaborative relationship moving forward. If there are any additional thoughts or concerns you would like to share, please don't hesitate to reach out.

Thank you once again for your willingness to engage in this process. I look forward to our continued efforts to resolve any outstanding issues.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]