

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Mediation Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name/Reference Number]

Subject: Update on Sale Status of [Property Address/Asset Description]

Dear [Counsel Name],

I am writing to provide an update regarding the sale status of the [Property/Asset] as discussed during our mediation session on [Date of Mediation].

Please be advised of the following developments:

- **Current Listing Status:** [e.g., Active, Under Contract, Pending]
- **Offer Details:** [Provide details of any offers received or the accepted purchase price]
- **Contingencies:** [List any remaining inspections, financing, or other contingencies]
- **Closing Date:** The anticipated closing date is currently set for [Date].

Attached to this letter are the following documents for your records: [e.g., Purchase Agreement, Inspection Report, Listing Agreement].

We believe this progress aligns with the settlement framework established during mediation. We will continue to keep you informed of any material changes that may impact the final resolution of this matter.

Should you have any questions or require further documentation, please do not hesitate to contact my office.

Sincerely,

[Your Signature]

[Your Printed Name]