[Date]

[Party A Name]
[Party A Address]

[Party B Name]
[Party B Address]

RE: Engagement for Neutral Early Evaluation regarding [Case Name/Reference Number]

Dear **[Names of Parties/Counsel]**,

This letter confirms the engagement of **[Evaluator Name]** (the "Evaluator") to conduct a Neutral Early Evaluation (NEE) concerning the dispute between **[Party A]** and **[Party B]**.

1. Scope of Evaluation
The Evaluator will review written submissions and evidence provided by both parties to provide a non-binding assessment of the strengths, weaknesses, and likely outcome of the case if it were to proceed to trial or formal arbitration.

2. Neutrality and Impartiality
The Evaluator acts as an independent neutral and does not represent either party. The Evaluator confirms there are no known conflicts of interest regarding this matter.

3. Confidentiality
The NEE process is confidential and conducted for settlement purposes. All statements, documents, and the Evaluator's final report shall be treated as "settlement negotiations" and are inadmissible in any subsequent legal proceedings, subject to applicable law.

4. Process and Submissions
Each party shall submit a written brief by **[Date]**. An evaluation session is scheduled for **[Date]** at **[Location/Platform]**. The Evaluator will issue a written or oral evaluation following the session.

5. Fees and Expenses
The fee for this evaluation is **[Amount]** per **[Hour/Day]**. Unless otherwise agreed, the parties shall share the costs equally. An initial deposit of **[Amount]** is required from each party prior to the commencement of work.

6. Non-Binding Nature
The Evaluator's findings are advisory only. The parties are not legally bound by the evaluation unless they subsequently enter into a written settlement agreement.

Please sign and return a copy of this letter to confirm your agreement to these terms.

Sincerely,

_____

[Evaluator Signature]

Agreed and Accepted:

_____

[Party A/Counsel Signature]
Date:

_____

[Party B/Counsel Signature]
Date: