[Date]

[Party A Name]
[Party A Address]

[Party B Name]
[Party B Address]

Re: Engagement for Mediation-Arbitration (Med-Arb) Services

Dear Parties,

This letter confirms the engagement of [Neutral Name] ("the Neutral") to provide Mediation-Arbitration services regarding the dispute concerning [Brief Description of Dispute].

1. The Med-Arb Process
The parties agree to first attempt to resolve their dispute through mediation. If a full settlement is not reached within the allotted time, the process will transition to binding arbitration. The Neutral will then act as the Arbitrator to render a final decision.

2. Transition and Consent
The parties expressly waive any objection to the Neutral serving as Arbitrator after having served as Mediator. The parties acknowledge that during mediation, the Neutral may receive confidential information which will not be used as evidence in the arbitration phase unless independently introduced.

3. Confidentiality
All statements made during the mediation phase are confidential and inadmissible in any legal proceeding. However, once the process shifts to arbitration, the rules of evidence and record-keeping specific to arbitration shall apply.

4. Fees and Expenses
The Neutral's fee is [Amount] per hour/day. A retainer of [Amount] is required from each party prior to the commencement of the session. All costs shall be shared equally unless otherwise agreed or ordered by the Arbitrator.

5. Withdrawal and Termination
Any party may withdraw from the mediation phase at any time. However, once the arbitration phase has commenced, the parties are bound by the arbitrator's authority to issue a final award.

Please sign and return this letter to indicate your acceptance of these terms.

_____
[Neutral Signature]

_____

[Party A Signature]

_____

[Party B Signature]