[Date]

[Client Full Name]
[Client Address]
[City, State, Zip Code]

RE: Engagement for Family Dispute Resolution (FDR) Services

Dear [Client Name],

This letter confirms that [Practitioner/Company Name] has been engaged to provide Family Dispute Resolution services regarding [brief description of dispute, e.g., parenting arrangements or property settlement].

1. Role of the FDR Practitioner
The practitioner acts as an independent, neutral third party. The practitioner does not provide legal advice and does not represent either party. The goal is to facilitate communication and assist both parties in reaching a voluntary agreement.

2. Confidentiality
All communications made during the FDR process are confidential and inadmissible in court, subject to statutory exceptions such as the prevention of a serious threat to life or health, or requirements regarding child abuse reporting.

3. Process
The process will begin with individual intake assessments for each party. If the matter is deemed suitable for mediation, joint sessions will be scheduled. Participation is voluntary, and any party may withdraw at any time.

4. Fees and Costs
The fees for this service are as follows:
- Intake Assessment: $[Amount]
- Mediation Sessions: $[Amount] per hour/session
- Administrative/Room Hire Fees: $[Amount]
Payment is required [prior to the session / within X days of invoice].

5. Disclosure
Both parties agree to provide full and frank disclosure of all information relevant to the dispute to ensure a fair and informed negotiation.

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

Yours sincerely,

[Signature]
[Printed Name]
[Title/Company]

Client Acceptance

I, [Client Name], have read, understood, and agree to the terms of this engagement.

Signature: _____ Date: _____