

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Confirmation of Mediation Settlement Agreement - [Case Reference Number/Name]

Dear [Recipient Name],

This letter serves as formal confirmation of the settlement agreement reached during the mediation session held on [Date of Mediation] regarding [Brief Description of Dispute].

As discussed and agreed upon by all participating parties, the following primary terms have been established:

- [Summary of Key Term 1]
- [Summary of Key Term 2]
- [Summary of Payment Amount or Action Required]
- [Deadline for Completion of Actions]

A formal Settlement Agreement document reflecting these terms is [attached/being drafted] and will be sent for final signatures by [Date]. Please review the document to ensure it accurately reflects our verbal agreement.

Once the signed agreement is returned and the conditions specified therein are met, the parties agree to [dismiss the pending legal action/consider the matter fully resolved].

If you believe any of the points above do not align with your understanding of the agreement, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Role]