

**Date:** [Insert Date]

**To:** [Name of Other Parent/Legal Counsel]

**From:** [Your Name/Legal Counsel]

**Case Number:** [Insert Court Case Number]

**Re:** Settlement Agreement Following Mediation

Dear [Name],

This letter serves to formalize the agreement reached during the mediation session held on [Date of Mediation] regarding the modification of child custody and visitation for [Name of Child/Children].

The parties have agreed to the following modifications to the current court order:

**1. Legal Custody:**

[Specify if Joint or Sole Legal Custody remains or changes, and how major decisions regarding health, education, and welfare will be made.]

**2. Physical Custody and Parenting Time:**

[Outline the new residential schedule, including weekday and weekend rotations.]

**3. Holiday and Vacation Schedule:**

[Detail specific changes to holiday rotations, school breaks, and summer vacation protocols.]

**4. Transportation and Exchange:**

[Describe the location for exchanges and which parent is responsible for transportation.]

**5. Communication:**

[State the agreed-upon method of communication between parents and between children and parents.]

**6. Additional Provisions:**

[Insert any other agreed terms, such as right of first refusal or travel notice requirements.]

Both parties acknowledge that these changes are in the best interests of the child(ren). We request that this agreement be drafted into a formal Stipulation and Order to be submitted to the Court for the Judge's signature.

Please review these terms. If they accurately reflect our mediated agreement, please sign below or have your counsel prepare the final filing documents.

Sincerely,

[Your Signature]

[Your Printed Name]

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**Acknowledge and Agreed:**

\_\_\_\_\_  
[Name of Other Parent]

Date: \_\_\_\_\_