

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

[Date]

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

Re: Mediation Settlement Agreement - [Case Name/Reference Number]

Dear [Recipient Name],

Enclosed please find the Mediation Settlement Agreement reached during the mediation session held on [Date of Mediation] regarding the above-referenced matter.

I have already signed the document. Please review the terms, execute the agreement where indicated, and return a fully signed copy to my office by [Date] for our records.

Pursuant to the terms of the agreement, [mention any immediate next steps, e.g., "the initial payment is due within 10 business days"].

If you have any questions or require further information, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Mediation Settlement Agreement