

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

[Date]

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

RE: Update Regarding Mediation Proposal - [Case/Reference Number]

Dear [Recipient Name],

I am writing to provide an update regarding the mediation proposal received on [Date].

Since our last communication, we have concluded our internal review of the terms and conditions outlined in your proposal. We would like to inform you that we are [accepting/declining/requesting modifications to] the proposed mediation structure.

Our specific updates regarding the proposal are as follows:

- [Update/Modification 1]
- [Update/Modification 2]
- [Update/Modification 3]

We remain committed to resolving this matter through the mediation process and believe these updates will facilitate a more productive session. Please let us know if the proposed changes are acceptable so we may finalize the scheduling with the mediator.

We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]