

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Preparation for Upcoming Mediation - [Case Name/Matter Number]

Dear [Client Name],

As discussed, your mediation session is scheduled for [Date] at [Time]. The mediation will be held at [Location/Virtual Platform Link].

Mediation is a confidential process where a neutral third party, the mediator, helps both sides reach a voluntary settlement. To ensure we are fully prepared, please review the following points:

- **The Goal:** The objective is to explore potential settlements to avoid the uncertainty and expense of a trial.
- **Confidentiality:** Everything said during mediation is private and cannot be used as evidence in court if a settlement is not reached.
- **Your Role:** You will be asked to listen to the other side's perspective and work with me to evaluate any offers made. While I will handle the legal negotiations, your input on personal and financial goals is vital.
- **Documentation:** Please bring copies of [List specific documents, e.g., financial statements, contracts, or photos] for our reference.

Prior to the session, I would like to schedule a brief meeting on [Date] at [Time] to finalize our settlement range and strategy.

If you have any questions regarding the process, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]