

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Mediator Appointment and Mediation Schedule

Case Name: [Case Name/Reference Number]

Matter Number: [Matter Number]

Dear [Recipient Name],

This letter serves to formally confirm the appointment of [Mediator Name] as the mediator for the above-referenced matter. Following discussions between the parties, [Mediator Name] has been selected to facilitate the resolution of this dispute.

The mediation session has been scheduled as follows:

Date: [Date of Mediation]

Time: [Start Time]

Location: [Physical Address or Virtual Link/Platform]

Please note the following requirements regarding the session:

- **Mediation Briefs:** All parties are requested to submit their confidential mediation statements to the mediator no later than [Due Date].
- **Attendance:** All parties and their legal counsel are required to attend. Individuals with full settlement authority must be present for the duration of the session.
- **Fees:** The mediator's fees will be shared [Equally/As per Agreement] between the parties, unless otherwise ordered by the court.

Please confirm your receipt of this notice and your availability for the scheduled date by [Confirmation Deadline].

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

Sincerely,

[Your Signature]

[Your Printed Name]