

[Sender Name]  
[Sender Title]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title/Firm]  
[Recipient Address]  
[City, State, Zip Code]

**Re: Pre-Mediation Preparation Status Update**

Case Name: [Case Name/Reference Number]

Mediation Date: [Scheduled Date]

Dear [Recipient Name],

I am writing to provide a status update regarding our preparations for the upcoming mediation session scheduled for [Date].

To ensure a productive session, we have completed the following steps:

- Exchange of initial discovery documents and relevant evidence.
- Review of the opposing party's preliminary claims.
- Consultation with our client regarding settlement authority and objectives.

The following items remain outstanding and are expected to be completed by [Deadline Date]:

- Submission of the formal Mediation Statement to the Mediator.
- Finalization of expert reports (if applicable).
- Confirmation of all attending parties and legal counsel.

We believe we are on track to enter the mediation with a clear understanding of the core issues. Please let us know if there are any additional documents or information you require prior to our meeting.

We look forward to a good faith negotiation and a potential resolution of this matter.

Sincerely,

[Signature]  
[Printed Name]