

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

RE: [Case Name / Case Number]  
Subject: Status of Mediation Preparation

Dear [Recipient Name],

I am writing to provide an update regarding the status of our preparations for the mediation scheduled on [Date of Mediation].

As of today, the following steps have been completed:

- Review of all relevant case documents and evidence.
- Exchange of initial settlement proposals.
- Confirmation of the mediator and location.

The following items are currently pending:

- Finalization of the confidential mediation statement.
- Final calculation of damages and supporting documentation.
- Coordination with [Key Witness/Expert] regarding their availability.

We anticipate that all necessary documentation will be exchanged by [Deadline Date] to ensure both parties have sufficient time to review the materials before the session.

Please let me know if there are any outstanding items you require or if you would like to schedule a brief call to discuss the logistics of the upcoming session.

Sincerely,

[Your Signature]  
[Your Printed Name]