

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Confirmation of Mediation Date and Status Update

Case Name: [Case Name/Reference Number]

Dear [Recipient Name],

This letter serves to formally confirm the scheduled mediation regarding the above-referenced matter. The details are as follows:

Date: [Date of Mediation]

Time: [Start Time]

Location/Platform: [Physical Address or Zoom/Virtual Link]

Mediator: [Name of Mediator]

Current Status:

As of [Current Date], all parties have agreed to the mediation terms. The following items are currently pending or completed:

- [Item 1: e.g., Exchange of Mediation Briefs] - [Status: Completed/Pending]
- [Item 2: e.g., Payment of Mediator Fees] - [Status: Completed/Pending]
- [Item 3: e.g., Discovery Production] - [Status: Completed/Pending]

Please ensure that all confidential mediation briefs are submitted to the mediator no later than [Due Date for Briefs].

If there are any conflicts with this date or if you require further clarification regarding the current status of the file, please contact our office immediately.

Sincerely,

[Your Signature]

[Your Printed Name]