

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name/Mediator Name]

[Firm Name]

[Address]

[City, State, Zip Code]

Re: Notice of Readiness for Mediation

Case Name: [Case Name]

Case Number: [Case Number]

Mediation Date: [Date of Mediation]

Dear [Recipient Name],

This letter serves to formally confirm that [Party Name] is fully prepared for the upcoming mediation session scheduled for [Date] at [Time].

In preparation for this session, we confirm the following:

- **Mediation Brief:** Our confidential mediation statement [has been submitted / is attached] to the mediator.
- **Authority:** A representative with full settlement authority will be present for the duration of the mediation.
- **Documentation:** All relevant discovery materials, expert reports, and evidence required for a meaningful negotiation have been reviewed and are available for reference.
- **Technical Setup:** [For remote mediation] We have tested the video conferencing platform and confirm we have the necessary equipment for a secure connection.

We look forward to a productive session and a good-faith effort to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]