[Date]

[Mediator Name]
[Mediation Firm]
[Address]
[City, State, Zip]

RE: [Case Name / Style of Cause]
Court File No.: [Court File Number]
Mediation Date: [Date]

Dear [Mediator Name],

I represent the Plaintiff, [Plaintiff Name], in this personal injury matter. This letter serves as our formal Letter of Instruction and Mediation Brief in preparation for our upcoming settlement conference.

1. Liability

[Summarize how the accident occurred, including date, location, and why the defendant is at fault. Mention police reports or witness statements if applicable.]

2. Injuries and Medical History

[List primary diagnoses, such as fractures, soft tissue damage, or traumatic brain injury. Detail the initial treatment and any surgeries performed.]

3. Current Status and Prognosis

[Describe the plaintiff's current physical and psychological limitations. Detail ongoing treatments like physical therapy or medication.]

4. Damages

- **General Damages:** [Pain and suffering amount or range]
- **Special Damages:** [Past medical expenses and out-of-pocket costs]
- **Income Loss:** [Past lost wages and future loss of earning capacity]
- **Future Care:** [Estimated costs for future medical needs]

5. Settlement History

[Briefly mention any previous offers or demands made to date.]

6. Enclosures

[List attached documents, such as medical reports, expert opinions, and the Statement of Claim.]

We look forward to your assistance in resolving this matter.

Yours truly,

[Your Name]
[Law Firm Name]
Counsel for the Plaintiff