[Date]

[Mediator Name]
[Mediator Firm/Address]
[City, State, Zip Code]

RE: Joint Letter of Instruction
Matter: [Party A Name] v. [Party B Name]
Case Number: [Court Case Number]
Date of Mediation: [Date of Scheduled Conference]

Dear [Mediator Name],

The law firms of [Firm Name A], representing [Party A Name], and [Firm Name B], representing [Party B Name], jointly instruct you to act as Mediator for a Settlement Conference in the above-mentioned family law matter.

1. Scope of Mediation
The parties seek your assistance to resolve outstanding issues related to:
[ ] Property and Asset Division
[ ] Spousal Maintenance / Alimony
[ ] Parenting Arrangements and Child Custody
[ ] Child Support
[ ] [Other Specific Issues]

2. Background and Materials
To assist in your preparation, both parties will provide the following documents no later than [Number] days prior to the conference:
- A concise Case Summary/Position Statement from each party.
- A Joint Balance Sheet of assets and liabilities.
- Relevant Valuations or Expert Reports.
- Current Court Orders or existing Parenting Plans.

3. Confidentiality
The parties agree that this mediation is conducted on a "without prejudice" basis. All communications made during the conference are confidential and cannot be used as evidence in subsequent court proceedings, subject to statutory exceptions.

4. Fees and Costs
The costs of the mediation, including your professional fees and room hire (if applicable), will be shared equally between the parties unless otherwise agreed in writing or ordered by the Court.

5. Logistics
The mediation will take place at [Location/Online Platform] starting at [Time]. Both parties will attend with their legal representatives.

Please confirm your acceptance of these instructions and provide your formal Mediation Agreement for signature.

Yours faithfully,

_____
[Attorney Name A]
On behalf of [Firm Name A]

_____
[Attorney Name B]
On behalf of [Firm Name B]