[Date]

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

RE: Letter of Instruction - Mediation for [Case Name/Reference Number]

Dear [Mediator Name],

This letter serves as formal instruction regarding the upcoming mediation scheduled for [Date] at [Time], concerning the breach of contract dispute between [Plaintiff Name] and [Defendant Name].

1. Matter Overview:
The dispute arises from a [Type of Contract, e.g., Master Service Agreement] dated [Date]. The Plaintiff alleges that the Defendant failed to [Specific Breach, e.g., deliver goods/pay invoices], resulting in damages totaling [Amount]. The Defendant contends that [Brief Defense, e.g., performance was excused by force majeure].

2. Objectives:
Our objective is to reach a final and binding settlement that addresses all outstanding claims, including [Principal Amount, Interest, Legal Fees]. We seek a resolution that avoids the costs and uncertainties of further litigation/trial.

3. Settlement Authority:
The corporate representative attending the mediation, [Name and Title], has full authority to negotiate and enter into a settlement agreement on behalf of [Company Name].

4. Confidentiality:
All proceedings, statements, and offers made during this conference are to be treated as strictly confidential and are conducted on a "without prejudice" basis pursuant to [Applicable Statute/Rule].

5. Mediation Materials:
Enclosed/Attached are the following documents for your review:
- The executed contract in dispute.
- A summary of damages/financial impact.
- [Optional: Confidential Mediation Brief].

6. Logistics:
The mediation will be held via [Physical Location or Virtual Platform Link]. We look forward to your assistance in facilitating a productive dialogue between the parties.

Sincerely,

[Your Name]
[Your Title/Company]
[Contact Information]