[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Supplemental Instructions for Financial Settlement Conference
Case Name: [Case Name/Style]
Case Number: [Case Number]

Dear [Mediator Name],

Pursuant to our upcoming mediation session scheduled for [Date], this supplemental letter outlines the specific financial terms and objectives my client intends to address during the Financial Settlement Conference.

1. Scope of Settlement Authority
The attending representative, [Name of Representative], holds full authority to negotiate and execute a binding settlement agreement on behalf of [Client Name] within the parameters discussed in our confidential mediation brief.

2. Defined Financial Issues
The primary financial matters to be resolved during this conference include:

- Distribution of [Liquid Assets/Bank Accounts]
- Valuation and allocation of [Real Estate/Property]
- Disposition of [Retirement Accounts/Pensions]
- Resolution of [Outstanding Debts/Liabilities]
- Calculation of [Support Payments/Alimony], if applicable

3. Specific Terms and Proposals
My client proposes the following framework for the financial settlement:
[Insert specific financial proposal point 1]
[Insert specific financial proposal point 2]

4. Disclosure Requirements
We request that the opposing party provide updated documentation regarding [Specify Document, e.g., current tax returns or recent appraisals] prior to the start of the session to ensure all negotiations are based on current data.

5. Confidentiality
All financial disclosures made during this conference are strictly for the purposes of settlement negotiations and are protected under [Relevant Statute/Rule].

We look forward to working with you to reach a final resolution.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Client Name]