[Managing Partner Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: Letter of Instruction - Settlement Conference
Case Name: [Case Name/Caption]
Case Number: [Docket Number]
Intellectual Property Type: [Patent / Trademark / Copyright / Trade Secret]

Dear [Mediator Name],

This letter serves as the formal instruction regarding the upcoming settlement conference scheduled for [Date] at [Time/Location]. As the Managing Partner representing [Plaintiff/Defendant Name], I am providing the following guidelines for the mediation process.

1. Identification of Disputed Assets
The core of this dispute involves [Description of IP, e.g., Patent No. X,XXX,XXX or Trademark "Name"]. Our objective is to resolve the allegations of [Infringement / Validity / Misappropriation] while protecting our client's long-term intellectual property portfolio.

2. Authorized Representative
The lead counsel attending will be [Lead Attorney Name]. I have granted [Lead Attorney Name] full authority to negotiate within the confidential parameters established by the firm. Any final settlement agreement remains subject to [Board Approval / Final Sign-off by Client Principal].

3. Key Settlement Objectives
Our instructions to the mediation team include exploring the following remedies:

- A formal licensing agreement with specific royalty rates.
- A permanent injunction or voluntary cessation of use.
- Mutual releases of liability for past and future claims.
- [Insert specific term, e.g., Cross-licensing or Asset Transfer].

4. Confidentiality
All disclosures made during this conference are to be governed by [Rule/Statute] and remain strictly confidential. No technical specifications or trade secrets disclosed during caucus sessions are to be shared with the opposing party without express written consent.

5. Reporting
At the conclusion of the session, please provide a brief summary of the status-either a "Settled" notification or a "Mediator's Proposal" if an impasse is reached.

We look forward to a productive session.

Sincerely,

[Signature]

[Managing Partner Name]
Managing Partner
[Law Firm Name]