DATE: [Insert Date]

TO: [Insert Mediator Name]
FROM: [Insert Lead Attorney Name] and [Insert Co-Counsel Name]
RE: Letter of Instruction for Mediation / Settlement Conference
CASE NAME: [Insert Case Name/Caption]
CASE NUMBER: [Insert Case Number]
PROPERTY ADDRESS: [Insert Subject Property Address]

Dear [Mediator Last Name],

This letter serves as the joint instruction from Co-Counsel representing [Plaintiff/Defendant Name] regarding the upcoming settlement conference scheduled for [Date] at [Time].

1. ROLES OF CO-COUNSEL

[Lead Attorney Name] will serve as the primary spokesperson regarding [e.g., liability and litigation strategy]. [Co-Counsel Name] will provide specific expertise regarding [e.g., real estate valuation, title issues, or tax implications].

2. DISPUTE OVERVIEW

The core of this dispute involves [Briefly describe the issue, e.g., breach of purchase agreement, boundary dispute, or partition action].

3. SUMMARY OF CLAIMS AND DEFENSES

Our client asserts the following legal positions:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

4. VALUATION AND FINANCIAL DATA

For the purpose of this conference, we are relying on the following valuations:

- Current Appraisal: $[Amount]
- Outstanding Liens/Mortgages: $[Amount]
- Special Damages/Costs: $[Amount]

5. SETTLEMENT GOALS

Our client's primary objectives for this mediation are:

- [Objective 1, e.g., Sale of the property]
- [Objective 2, e.g., Specific monetary settlement]
- [Objective 3, e.g., Release of lis pendens]

6. CONFIDENTIALITY

This communication is for settlement purposes only and is protected under [Insert State/Local Evidence Code] and mediation confidentiality rules.

We look forward to working with you to resolve this matter.

Sincerely,

[Lead Attorney Signature]
[Lead Attorney Name]
[Law Firm Name]

[Co-Counsel Signature]
[Co-Counsel Name]
[Law Firm Name]