[Date]

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

Re: Letter of Instruction - [Case Name/Class Action Matter Name]

Dear [Mediator Name],

On behalf of the [Plaintiffs/Defendants], we submit this Letter of Instruction regarding the upcoming settlement conference scheduled for [Date]. This letter has been reviewed and approved by the Representative Client(s) and serves as the primary guideline for our participation in these negotiations.

1. Settlement Objectives
Our primary objective is to reach a fair and reasonable resolution that satisfies the requirements for court approval under [Applicable Rule, e.g., Rule 23]. The Class Representatives are committed to a settlement that provides [specific goal, e.g., meaningful monetary relief / injunctive relief] to the class members.

2. Settlement Authority
The undersigned counsel has been granted authority to negotiate within the following parameters:
- [Parameter 1: e.g., Minimum/Maximum Settlement Fund]
- [Parameter 2: e.g., Specific terms regarding Attorney Fees]
- [Parameter 3: e.g., Scope of Release]

3. Key Terms and Conditions
Any proposed settlement must include provisions for:
- [Term A: e.g., Plan of Allocation]
- [Term B: e.g., Notice and Administration Costs]
- [Term C: e.g., Cy Pres distribution or Reversionary terms]

4. Confidentiality
All discussions during this conference are subject to [Applicable Mediation Statute/Rule] and shall remain strictly confidential. No offers or demands made during this process shall be disclosed to the Court or third parties, except as required for the final settlement approval process.

5. Client Approval
The Class Representative(s) [will be present/will be available via telephone] and have authorized this framework. While counsel has the authority to negotiate, any final settlement agreement is subject to the formal signing of a Settlement Stipulation and subsequent Preliminary Approval by the Court.

We look forward to working with you to achieve a resolution in this matter.

Sincerely,

[Signature of Lead Counsel]
[Printed Name]
[Law Firm Name]

Approved by:

[Signature of Class Representative]
[Printed Name of Class Representative]
Date: [Date]