CONFIDENTIAL / EX PARTE

Date: [Insert Date]

To: [Mediator Name]
From: [Your Name/Firm Name]
Re: [Case Name and Docket Number]

Dear [Mediator Name],

Pursuant to the mediation rules regarding confidential ex parte communications, this letter serves to provide you with the settlement authority limits for [Plaintiff/Defendant Name] regarding the upcoming settlement conference scheduled for [Date].

1. Settlement Authority Range:
Our client has authorized us to settle this matter within the following range:
- Initial Opening Offer/Demand: [Insert Amount]
- Maximum/Minimum Settlement Ceiling: [Insert Amount]

2. Specific Terms and Conditions:
In addition to the monetary figures above, our authority is contingent upon the following terms:
- [e.g., Full release of all claims]
- [e.g., Confidentiality agreement]
- [e.g., Payment timeline requirements]

3. Rationale for Authority Limits:
The current limits are based on the following primary factors:
- [Briefly describe key evidence or legal risks]
- [Briefly describe damages assessment]

This information is provided for your use in facilitating negotiations only. It is strictly confidential and must not be disclosed to the opposing party or their counsel without express written permission.

Sincerely,

[Your Signature]
[Your Printed Name]
Counsel for [Party Name]