

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Mediator's Name]

[Mediation Firm/Organization]

[Address]

[City, State, Zip Code]

RE: Notice of Settlement

Case Name: [Case Name, e.g., Smith v. Jones]

Case Number: [Case Number]

Mediation Date: [Scheduled Date of Mediation]

Dear [Mediator's Last Name],

Please be advised that the parties in the above-referenced matter have reached a formal settlement agreement. Consequently, the mediation session currently scheduled for [Date] is no longer necessary and is hereby canceled.

We would like to thank you for your time and for the materials you prepared in anticipation of this session. Please let us know if there are any outstanding administrative steps or cancellation fees that need to be addressed per your firm's policy.

Thank you for your professional services.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Plaintiff/Defendant]

cc: [Opposing Counsel's Name]