

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the upcoming mediation regarding child support for our child(ren), [Child's Name(s)]. It is important to me that we approach this mediation with cooperation and a shared goal of providing the best support for [Child's Name(s)]. I would like to propose that we prepare in advance to ensure that our discussions are productive. Specifically, I believe it would be helpful to gather the following information:

1. [List any financial documents or information you wish to share or request]
2. [Include any other relevant details regarding expenses or needs of the child(ren)]

I am hopeful that we can reach a fair and amicable agreement during our mediation session. Please let me know your thoughts on this matter and if there is a specific time that works for you to discuss it further before the mediation.

Thank you for your attention. I look forward to our conversation.

Sincerely,
[Your Name]