

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

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

Re: Court Mediation Case [Case Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm our participation in the upcoming court mediation scheduled for [date] at [time] in [location].

As we prepare for the mediation, I believe it is crucial for both parties to come to the table with open minds and a willingness to find a mutually agreeable resolution. In this spirit, I am outlining some key points that I hope we can discuss during our meeting:

1. **[Issue 1]**
2. **[Issue 2]**
3. **[Issue 3]**

I am eager to hear your perspective on these matters, and I am hopeful that through constructive dialogue, we can reach an agreement that serves both our interests.

Please confirm your availability for the mediation, and let me know if there are any specific topics or concerns you would like to address.

Thank you for your attention to this matter. I look forward to our discussions.

Sincerely,

[Your Name]
[Your Title/Relationship to Case, if applicable]