**Assessment 2: Part 3 - Letter to Parties**

**Instructions**

After the mediation, you will document the outcomes of the mediation and forward it to both parties.

Write to the parties using the **Letter to Parties Template** (including the Signature to Parties) below. The must letter must include an appropriate introduction and conclusion and must be in plain English with no spelling and grammar errors.

In the letter:

* Provide an accurate record of mediation outcomes for review by parties
* Request comments from parties, if applicable
* Request signatures from both parties, signifying acceptance of the decisions and actions noted
* Advise parties that copies of signed agreements and all records pertaining to the matter will remain confidential.

**Letter to Parties Template**

**Date:**

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| --- |
|  |

**Name of recipients:**

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Introduction as to why you are emailing:

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Record of mediation outcomes:

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| --- |
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Request for signatures:

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| --- |
|  |

Any comments:

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Confidentiality of records:

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Appropriate conclusion (e.g. thank you, look forward to etc.):

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| --- |
|  |

**From:**

|  |
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**Title:**

|  |
| --- |
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**Signature of Parties**

1. **I, the undersigned**

*(name of party)*

|  |
| --- |
|  |

**do hereby agree that this is an accurate record of the outcome of the mediation with**

*(name of party)*

|  |
| --- |
|  |

**on**

*(date of mediation)*

|  |
| --- |
|  |

**Signed**

*(name of party)*

|  |
| --- |
|  |

**Name: Anne Henderson (on behalf of XYZ)**

**Dated:**

*(Date of signing)*

|  |
| --- |
|  |

1. **I, the undersigned**

*(name of party)*

|  |
| --- |
|  |

**do hereby agree that this is an accurate record of the outcome of the mediation with**

*(name of party)*

|  |
| --- |
|  |

**on**

*(date of mediation)*

|  |
| --- |
|  |

**Signed**

*(name of party)*

|  |
| --- |
|  |

**Name: Janine Smith**

**Dated:**

*(Date of signing)*

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