**Sample email to clients regarding next steps:**

Dear Clients,

The team had a very substantive discussion/call regarding how to support you in moving forward as efficiently as possible. We believe a customized approach would assist you both in resolving the remaining questions to be answered. Therefore, we are recommending the following steps to streamline the process as much as possible, various versions of which we've done successfully in other cases.

The first step is for each of you to review the questions to be answered (see attached).  For each question, if possible, try to come up with at least one option.  If you don't have any options for a particular question, that's ok.  Please send your list of options to your attorney and coach and only your attorney and coach by close of business on (insert date).

Your attorneys, with input from the coaches, will generate a complete list of the questions to be answered that incorporates both of your options as well as team generated options.  We will not identify who generated which options.  The team will send the completed list of questions and options to each of you by the close of business on (insert date).  Please block out some time in your calendar between (insert dates) to review the full list and consider the options, as we will ask you to share your thoughts with your team by close of business on (insert date). (Don't worry - we will give you more specific instructions when we send you the options).

Your attorney may recommend having a call to discuss your evaluation of the various options and help prepare you for next full team meeting. At our next full team meeting on (insert date), we will review and evaluate the options together.

Please let us know if you have any questions.

Best regards,

Your Collaborative Team

Attachment: Parties’ QTBA