

Invitation to Mediation

Dear [Consumer's Name],

We hope this message finds you well. We are writing to invite you to participate in a mediation session regarding your recent complaint with [Company Name].

Details of the Mediation Session:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

The purpose of the mediation is to provide an open platform for discussion and to explore potential solutions to your concerns. A trained mediator will facilitate the session to ensure a fair process.

Please confirm your availability by [Insert RSVP Date]. If you have any questions or need to reschedule, do not hesitate to contact us at [Insert Contact Information].

We appreciate your cooperation and look forward to resolving this matter amicably.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]