

Mediation Invitation for Personal Injury Claim

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are reaching out to invite you to participate in a mediation session regarding the personal injury claim filed on [Insert Date of Incident]. We believe that mediation can provide a constructive forum to discuss the matters at hand and work towards a resolution that is satisfactory for both parties.

The proposed mediation session is scheduled for [Insert Date and Time] at [Insert Location]. If this date and time are not convenient, please let us know your availability, and we will do our best to accommodate.

We look forward to your cooperation and to the opportunity to amicably resolve this matter. Please confirm your attendance by [Insert Response Deadline].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]