

# Mediation Appointment Scheduling

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm your mediation appointment scheduled for [Insert Date] at [Insert Time]. The session will take place at [Insert Location].

Please arrive 15 minutes early to allow time for any necessary check-in procedures. If you have any questions or need to reschedule, do not hesitate to contact us at [Insert Contact Information].

We look forward to assisting you in this process.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]