

Mediator Appointment Confirmation

Date: [Date]

To: [Mediator's Name]

From: [Your Name/Organization]

Subject: Confirmation of Mediator Appointment

Dear [Mediator's Name],

We are pleased to confirm your appointment as the mediator for the upcoming session related to [specific case or matter]. The details of the appointment are as follows:

- **Date of Session:** [Date]
- **Time:** [Time]
- **Location:** [Location/Virtual Link]
- **Parties Involved:** [Names of parties]

Please let us know if you have any questions or need further information. We appreciate your assistance and look forward to a productive session.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]