

Invitation to Mediation Session

Dear [Participant's Name],

We are writing to invite you to a mediation session scheduled for [Date] at [Time]. The session will be held at [Location].

The purpose of this mediation is to address and resolve the ongoing disputes between [Party A] and [Party B]. A neutral mediator will be present to facilitate the discussion and assist both parties in reaching a mutually acceptable agreement.

Please confirm your attendance by [RSVP Date]. If you have any specific topics or concerns that you would like to address during the session, feel free to share them with us beforehand.

Thank you for your attention to this matter. We look forward to your participation in the mediation session.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]