

# Reminder of Upcoming Mediation Appointment

Dear [Recipient's Name],

This is a reminder regarding your upcoming mediation appointment related to your divorce proceedings. Please find the details below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Mediator:** [Mediator's Name]

It is important that you attend this appointment as it will provide an opportunity for both parties to discuss and negotiate terms amicably.

If you have any questions or need to reschedule, please do not hesitate to contact us at [Your Contact Information].

Thank you, and we look forward to seeing you at the mediation.

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Organization]

[Contact Information]