

# Announcement: Mediation Workshop

Dear [Recipient's Name],

We are excited to announce a Mediation Workshop scheduled for [Date] at [Location]. This workshop is designed to enhance your mediation skills and provide practical tools for conflict resolution.

## Workshop Details:

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

Please RSVP by [RSVP Deadline] to confirm your attendance. It will be a great opportunity to learn and collaborate with others.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]