

# Invitation to Conflict Resolution Mediation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We would like to invite you to participate in a mediation session aimed at resolving the ongoing conflict regarding [brief description of the conflict].

The mediation will take place on [insert date] at [insert time] in [insert location]. The session will be facilitated by a neutral third-party mediator who specializes in conflict resolution.

Your participation is important, as we believe that through open dialogue, we can reach a mutually satisfactory resolution. Please confirm your attendance by [insert RSVP deadline].

Thank you for considering this invitation. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]