

# Invitation to Mediation Session

Dear [Participant's Name],

We are pleased to invite you to participate in a mediation session scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

The purpose of this mediation session is to discuss and resolve [briefly describe the issue or dispute]. Your input and presence are valuable to facilitate a constructive dialogue.

Please confirm your attendance by [Insert RSVP Date]. If you have any questions or require further information, do not hesitate to reach out.

We look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]