

Notification of Upcoming Mediation Session

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Mediation Session Notification

Dear [Recipient's Name],

This letter serves as a formal notification regarding the upcoming mediation session scheduled on [Insert Date] at [Insert Time]. The session will take place at [Insert Location].

We encourage all parties involved to prepare adequately for the session to ensure a productive discussion. Please confirm your attendance at your earliest convenience.

If you have any questions or need further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]