

Summons for Mediation Conference

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal summons for a mediation conference regarding the dispute related to [Brief Description of the Dispute].

The mediation is scheduled for [Date] at [Time]. It will be held at [Location].

Please confirm your attendance by [Confirmation Deadline]. Failure to attend may result in further proceedings in this matter.

Thank you for your attention to this matter. We look forward to resolving this issue amicably.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization, if applicable]