

# Collaborative Mediation Volunteer Letter

Date: [Insert Date]

Dear [Volunteer's Name],

We are excited to invite you to participate in a collaborative mediation process aimed at fostering teamwork and resolving any conflicts that may arise within our organization. Your role as a volunteer is crucial to the success of this initiative.

## Purpose of the Mediation

The goal of this mediation is to create an open space for dialogue, allowing all voices to be heard and encouraging collaborative solutions to any challenges we face. We believe that your skills and insights will greatly benefit the group.

## Mediation Details

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

## Your Role

- Listen actively to all participants.
- Facilitate constructive discussions.
- Encourage equitable participation.
- Help identify common ground.

Please confirm your availability for this date and time by [Insert Confirmation Deadline]. If you have any questions or concerns, feel free to reach out to us at [Insert Contact Information].

Thank you for your commitment to our community and for your willingness to help us navigate this process.

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]