

Invitation to Mediation

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally invite you to participate in a mediation session regarding [briefly describe the issue or dispute].

The mediation is scheduled for [insert date and time] at [insert location]. We believe that mediation can provide a constructive environment for all parties involved to discuss the matter and work towards a mutually agreeable resolution.

Please confirm your attendance by [insert confirmation deadline]. If you have any questions or require further details, feel free to contact us at [insert contact information].

We appreciate your consideration and look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]