

Invitation for Third-Party Mediation

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally invite you to participate in a third-party mediation session regarding [brief description of the issue or dispute].

Details of the mediation session are as follows:

- **Date:** [Insert date]
- **Time:** [Insert time]
- **Location:** [Insert location]

The mediation will be facilitated by [Mediator's Name], who has extensive experience in resolving similar disputes. We believe this session offers a valuable opportunity for both parties to come to a mutually agreeable resolution.

Please confirm your availability for this date by [Insert response deadline]. If you have any questions or require further information, do not hesitate to reach out.

Thank you for considering this invitation. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization]