

Invitation to Mediation Consultation

Dear [Recipient's Name],

We hope this message finds you well. We are writing to invite you to participate in a mediation consultation regarding [brief description of the issue or dispute].

The mediation will take place on [date] at [time], and will be held at [location]. Our goal is to facilitate open communication and help both parties reach a mutually agreeable resolution.

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

We look forward to your positive response.

Sincerely,

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