

Notification of Mediation Engagement

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that a mediation session has been scheduled as part of the ongoing efforts to resolve the matter regarding [brief description of the issue].

Details of the mediation session are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Address/Platform for Virtual Mediation]
- **Mediator:** [Insert Mediator's Name]

We believe that this mediation will provide an opportunity for all parties to discuss their perspectives and work towards a mutually beneficial resolution. Your participation is highly encouraged and appreciated.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]