

# Preparation for Mediation Session

Dear [Participant's Name],

I hope this message finds you well. As we approach our upcoming mediation session scheduled for [Date and Time], I wanted to take this opportunity to outline some key points to ensure a productive dialogue.

## Objectives of the Mediation

- Identify the core issues at hand.
- Explore possible solutions collaboratively.
- Establish a common ground for future communication.

## Preparation Checklist

1. Reflect on your goals for the session.
2. Gather any relevant documents or evidence.
3. Consider possible compromises you would be willing to make.
4. Think about questions you would like to ask the other party.

## Logistics

The session will be held at [Location] and is expected to last approximately [Duration]. Please arrive 10 minutes early to facilitate a prompt start.

If you have any questions or need further clarification, feel free to reach out. Looking forward to a constructive session.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]