

Mediation Participation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm your participation in the mediation session scheduled for [Date of Mediation] at [Time] to be held at [Location].

Please arrive at least [X] minutes earlier to ensure a prompt start. The mediation will be facilitated by [Mediator's Name], who will assist both parties in working towards a resolution.

If you have any questions or need to reschedule, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]