

# Mediation Session Confirmation

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Dear [Recipient's Name],

We are writing to confirm your mediation session scheduled for the above-mentioned date and time. Please arrive at least 15 minutes early to complete any necessary paperwork.

If you have any questions or need to reschedule, please do not hesitate to reach out.

Thank you, and we look forward to seeing you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]