

# Confirmation of Mediation Session

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm your mediation session regarding the claim filed on [Insert Claim Date]. The details of the session are as follows:

**Date:** [Insert Mediation Date]

**Time:** [Insert Mediation Time]

**Location:** [Insert Mediation Location]

Please confirm your attendance at this session. If you have any questions or require further information, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]