Mediate Participation Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm your participation in the mediation process regarding the claims associated with [brief description of the claims]. The mediation session is scheduled for [insert date and time], and will take place at [insert location].

We appreciate your willingness to engage in this process, as it presents an opportunity for both parties to come together and seek a resolution in a collaborative manner.

Please let us know if you have any questions or require further information before the session.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]