

Family Law Mediation Confirmation

Date: [Insert Date]

To:

[Insert Client Name]

[Insert Client Address]

[Insert City, State, Zip]

Dear [Client Name],

We are writing to confirm your upcoming mediation session regarding your family law matter. Below are the details of the mediation:

- **Date:** [Insert Mediation Date]
- **Time:** [Insert Mediation Time]
- **Location:** [Insert Mediation Location]

Please arrive at least 15 minutes early to allow time for check-in. If you have any questions or concerns prior to the mediation, do not hesitate to reach out.

We look forward to assisting you in resolving your matter amicably.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Contact Information]