

Family Law Mediation Scheduling

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you about the upcoming mediation session regarding [Specific Family Law Matter, e.g., custody, visitation, etc.]. We believe that mediation will provide a constructive environment to discuss and resolve the matters at hand.

The mediation is scheduled for:

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

Please confirm your availability for this date and time. If you have any conflicts, do not hesitate to reach out so we can make alternative arrangements.

We look forward to your cooperation in this matter.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]