

# Invitation to Mediation Session

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

From: [Landlord's Name]

Address: [Landlord's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to formally invite you to a mediation session regarding our ongoing landlord-tenant relationship and to address the concerns that have arisen.

The mediation session is scheduled to take place on [Insert Date] at [Insert Time]. The location will be [Insert Location]. We believe that mediation can provide an opportunity for both parties to discuss their views and seek a resolution.

Please confirm your availability for the proposed date and time. If you have any questions or prefer to suggest an alternative date, do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]