

# Invitation to Mediation Session

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing efforts to promote peace and understanding within our community, [Your NGO's Name] is conducting a mediation session to address [brief description of the conflict or issue].

We would like to formally invite you to participate in this mediation session on:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Address]

The aim of this session is to provide a safe and supportive environment where all parties can express their views and work towards a mutually agreeable resolution. Your participation is essential in facilitating an open dialogue.

Please confirm your attendance by [RSVP date] to ensure we can make the necessary arrangements.

We look forward to your positive response and to working together towards a constructive resolution.

Warm regards,

[Your Name]  
[Your Position]  
[Your NGO's Name]  
[Contact Information]