

Request for Participation in Conflict Resolution Mediation

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Group Name]
[Address]

Dear [Recipient's Name],

We hope this letter finds you in good health and spirits. We are writing on behalf of [NGO Name], an organization dedicated to fostering peace and resolving conflicts within communities.

As you may be aware, there has been an ongoing conflict between [parties involved/or brief description of the conflict]. In light of this situation, we are organizing a mediation session scheduled for [date] at [location]. The goal is to address the underlying issues and work collaboratively towards a peaceful resolution.

We believe that your involvement in this mediation process would be invaluable, given your expertise and insight in [relevant field/issue]. We kindly request your participation to help guide the discussions and facilitate understanding between the parties.

Please confirm your availability for this important engagement by [RSVP deadline]. If you have any questions or require further information, do not hesitate to contact us at [contact information].

Thank you for considering this opportunity to contribute towards a resolution that could benefit all involved.

Warm regards,

[Your Name]
[Your Title/Position]
[NGO Name]
[Contact Information]