

Cancellation of Mediation Session

Date: [Insert Date]

Dear [Mediator's Name],

I hope this message finds you well. I am writing to formally cancel the mediation session scheduled for [Insert Date and Time] regarding [Insert Description of Matter].

Due to [Insert Reason for Cancellation], I am unable to attend the session as planned. I apologize for any inconvenience this may cause and appreciate your understanding.

Please confirm the cancellation of the session at your earliest convenience. I would be grateful if we could discuss rescheduling it for a later date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]