

Confirmation of Mediation Session

Dear [Recipient's Name],

This letter is to confirm the mediation session that has been scheduled as follows:

Date: [Session Date]

Time: [Session Time]

Location: [Session Location]

Please let us know if you have any questions or if you require any further information prior to the session.

Thank you, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]