

# Confirmation of Mediation Session

Dear [Participant's Name],

We are writing to confirm the details of your upcoming mediation session. Please find the details below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Participants:** [List of Participants]
- **Mediator:** [Mediator's Name]

Please arrive 15 minutes early to complete any necessary paperwork. If you have any questions or require additional information, do not hesitate to reach out.

We look forward to assisting you in resolving this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]