

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the scheduling of our mediation session. As we aim to resolve our matter amicably, I believe it is essential to finalize the date and time at your earliest convenience.

Could you please confirm your availability for the proposed dates? If none work for you, I would be happy to discuss alternative options that fit your schedule.

Thank you for your attention to this matter. I look forward to your prompt response, so we can move forward with the mediation process.

Best regards,

[Your Name]

[Your Contact Information]