

# Mediation Session Agenda Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Mediation Session Agenda

## Introduction

Dear [Recipient's Name],

We are writing to propose the agenda for the upcoming mediation session scheduled for [insert date and time]. The goal of the session is to address [briefly state the issue].

## Proposed Agenda

1. Opening Remarks
2. Introduction of Participants
3. Overview of the Mediation Process
4. Presentation of Issues by [Party A]
5. Presentation of Issues by [Party B]
6. Facilitated Discussion
7. Resolution Options
8. Next Steps
9. Closing Remarks

## Next Steps

We kindly request confirmation of the agenda and any additional topics you would like to discuss.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]