

Logistical Arrangements for Mediation Session

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Participants:

- [Participant 1]
- [Participant 2]
- [Mediator]

Agenda:

1. Introduction
2. Presentation of Issues
3. Discussion
4. Conclusion and Next Steps

Please confirm your attendance by [Insert Confirmation Date].

Thank you, and we look forward to a productive session.

Sincerely,

[Your Name]

[Your Contact Information]