

# Participant Confirmation for Mediation Session

Dear [Participant's Name],

We are writing to confirm your participation in the mediation session scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please arrive at least 15 minutes early to allow for a prompt start. If you have any questions or need to reschedule, feel free to contact us at [Insert Contact Information].

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Organization Name]