

# Formal Invitation to Mediation Session

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally invite you to attend a mediation session regarding [brief description of the issue or dispute]. The session is scheduled to take place on [insert date] at [insert time] at [insert location].

The purpose of this mediation session is to facilitate a constructive dialogue between all parties involved and to seek a resolution that is acceptable to everyone. Your participation is vital for achieving a successful outcome.

Please confirm your attendance by [RSVP date]. If you have any questions or require further information, do not hesitate to contact me at [your contact information].

Thank you for considering this invitation. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]