

# Invitation to Collaborative Mediation Discussion

Dear [Recipient's Name],

We are pleased to invite you to a Collaborative Mediation Discussion scheduled for [Date] at [Time]. The meeting will take place at [Location].

This discussion aims to address [briefly mention the issues or topics to be discussed] and explore potential solutions collaboratively.

Your insights and participation are invaluable to this process, and we hope to reach a mutually beneficial agreement.

Please confirm your availability by [RSVP Date]. We look forward to your presence.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]