

Invitation to Mediation Session

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to formally invite you to a mediation session regarding the dispute between [Your Name/Company] and [Other Party's Name/Company]. This session aims to facilitate communication and negotiation to help resolve the issues at hand amicably.

Details of the Mediation Session:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please confirm your attendance by [Insert RSVP Date]. Should you have any questions or require further information, feel free to contact us at [Your Contact Information].

We look forward to your participation in this constructive dialogue.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]