

Dear [Recipient's Name],

This is a friendly reminder regarding your scheduled mediation appointment.

Date: [Date of Mediation]

Time: [Time of Mediation]

Location: [Location of Mediation]

Please ensure that you arrive on time and bring any necessary documents that may be relevant to the mediation.

If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

We look forward to seeing you.

Best regards,

[Your Name]

[Your Position]

[Your Organization]