

Reminder: Peer Mediation Meeting

Dear [Participant's Name],

This is a friendly reminder about the upcoming peer mediation meeting scheduled for:

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

Please ensure to arrive a few minutes early to prepare. Your participation is important and greatly appreciated.

Thank you!

Best regards,
[Your Name]
[Your Title/Organization]