

# Invitation to Mediation Session

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Mediation Session Invitation for Business Partnership Conflict

Dear [Recipient's Name],

We are writing to invite you to a mediation session to address the ongoing issues concerning our business partnership. The objective of this session is to collaboratively discuss the matters at hand and work towards a mutually agreeable resolution.

## Details of the Mediation Session:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Mediator:** [Mediator's Name]

Please confirm your availability for the session or suggest an alternate date and time if necessary. Your participation is important to ensure a constructive discussion.

Thank you for your attention, and we look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]