

Invitation to Mediation Session

Dear [Recipient's Name],

We hope this message finds you well. We are writing to invite you to a mediation session to address the recent disagreements regarding our contract dated [Contract Date].

The details of the mediation session are as follows:

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Location/Online Platform Details]
- **Duration:** Approximately [Duration]

We believe that mediation can be a constructive approach to resolving our differences and would appreciate your participation.

Please confirm your availability for the proposed date or suggest an alternative if necessary.

Thank you for your attention to this matter. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]