

Invitation to Mediation Session

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to invite you to a mediation session regarding the recent educational dispute involving [Briefly describe the issue].

Date of Mediation: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

The purpose of this mediation session is to provide a neutral space for all parties involved to discuss their concerns and work towards a resolution that is satisfactory to everyone. We believe that mediation can be an effective method to address the challenges we are facing.

Please confirm your attendance by [Insert RSVP Date]. If you have any questions or require further information, do not hesitate to contact us at [Insert Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]