

# Invitation to Mediation Session

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to invite you to a mediation session concerning your personal injury claim. This session will provide an opportunity for both parties to discuss the matters at hand in a neutral setting and work towards a resolution.

**Date:** [Insert Date of Mediation]

**Time:** [Insert Time of Mediation]

**Location:** [Insert Location]

We believe that mediation can be a constructive step towards resolving this issue amicably. Please confirm your availability for this session by [Insert Response Date].

Thank you, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]