

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: [Case Name or Reference Number]

Dear [Client Name],

I am writing to provide you with an update regarding the scheduling of the mediation session for your case.

The mediation has been officially scheduled for the following date and time:

Date: [Date of Mediation]

Time: [Start Time]

Location: [Physical Address or Virtual Link Information]

The mediator selected for this matter is [Mediator Name].

Prior to the mediation date, we will need to meet to discuss our strategy and the specific goals we hope to achieve during the session. Please contact my office at your earliest convenience to schedule a pre-mediation conference on [Date/Time Range].

In the meantime, please review any documents I have previously sent you regarding the mediation process. If you have any immediate questions, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Law Firm/Company Name]