



*Date*

NOTICE OF MEDIATION

To:

RE: Case Name:  
Claim Number:

Dear Respective Parties,

Please take a notice that the above matter has been scheduled for mediation as follows:

**Date:**

**Time:**

**Location:**

**Address:**

**Tel:**

**Please provide the brief one week before the scheduled hearing.** If you have any questions, contact the undersigned at \_\_\_\_\_. I am looking forward to settling this matter for all the parties.

Very Truly Yours,