

Letter of Arbitration Initiation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Arbitration Provider's Name]
[Arbitration Provider's Address]
[City, State, Zip Code]

Dear [Arbitration Provider's Name],

Subject: Initiation of Arbitration

I am writing to formally initiate arbitration concerning a dispute between [Your Name/Your Company Name] and [Other Party's Name/Company] as per the terms outlined in our [contract/agreement] dated [date of agreement].

Background of the Dispute:
[Briefly describe the nature of the dispute and relevant details.]

Requested Relief:
[Outline the specific relief or resolution you are seeking.]

Please find enclosed the required documents, including the original arbitration agreement, a copy of the dispute details, and my contact information for further communication.

I appreciate your attention to this matter and look forward to your prompt response regarding the next steps in the arbitration process.

Thank you for your assistance.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]