

Arbitration Invitation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally invite you to participate in arbitration to resolve the ongoing legal issues between us concerning [briefly describe the dispute]. In accordance with the arbitration agreement mutually signed on [insert date of agreement], we believe that this method will provide an efficient and fair resolution to our concerns.

Please find the following pertinent details regarding the arbitration process:

- **Date of Arbitration:** [Insert Date]
- **Location:** [Insert Location]
- **Arbitrator:** [Insert Arbitrator's Name]

We kindly request your confirmation of attendance by [insert RSVP date]. Should you have any questions or require further information, please do not hesitate to contact us.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]