

Arbitration Commencement Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This notice is to formally inform you that I am initiating arbitration proceedings in accordance with [relevant arbitration agreement or clause] regarding [briefly describe the dispute].

Please take notice that the following details are pertinent to the arbitration:

- Arbitration Institution: [Name of the Arbitration Institution]
- Case Number: [Assign a Case Number]
- Arbitrator: [Name of Arbitrator, if applicable]
- Proposed Venue: [Location of the Arbitration]

I kindly request that you respond to this notice by [insert response deadline] to confirm your participation and to discuss the next steps in the arbitration process.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]