

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Re: Arbitration Initiation Request

Dear [Recipient's Name],

I am writing to formally request the initiation of arbitration pursuant to the arbitration agreement dated [Insert Date of Agreement] regarding [Briefly describe the matter].

The dispute arose on [Insert Date of Dispute], and despite attempts to resolve this matter amicably, we have been unable to reach a satisfactory resolution.

Please find enclosed the relevant documents supporting my request for arbitration. I propose that we select an arbitrator who is mutually agreeable to both parties or follow the guidelines outlined in our agreement for the appointment of an arbitrator.

I look forward to your prompt response to this request and to moving forward with the arbitration process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]