

Arbitration Procedure Initiation

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Initiation of Arbitration Procedure

I am writing to formally initiate the arbitration process as stipulated in our agreement dated [Agreement Date] regarding [Brief Description of the Dispute].

Details of the dispute are as follows:

- Nature of the dispute: [Description]
- Date of the incident: [Incident Date]
- Parties involved: [Names of Parties]

In accordance with the arbitration clause, I request that we appoint an arbitrator and proceed with the arbitration process. Please confirm your receipt of this letter and your willingness to engage in the arbitration process by [Response Deadline Date].

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

Sincerely,

[Your Name]

[Your Title/Position]