

# Formal Arbitration Demand

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

[Arbitration Institution Name]  
[Arbitration Institution Address]  
[City, State, Zip Code]

Dear [Arbitrator's Name or Arbitration Department],

I am writing to formally demand arbitration in accordance with the arbitration clause contained in the agreement dated [Insert Date], between [Your Name/Your Company Name] and [Respondent's Name/Respondent's Company Name].

The dispute arises from [briefly describe the nature of the dispute].

As per the terms outlined in the agreement, I request that the arbitration be conducted under the rules of [name of the arbitration rules, if applicable].

Please find attached the documents supporting my claim, including [list any relevant documents or evidence]. I am looking forward to resolving this matter amicably and efficiently through arbitration.

Thank you for your attention to this matter. Please confirm receipt of this demand for arbitration at your earliest convenience.

Sincerely,  
[Your Name]  
[Your Title, if applicable]  
[Your Company Name, if applicable]