

Letter Initiating Arbitration Action

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

[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally initiate arbitration proceedings in accordance with the arbitration agreement between [Your Company/Organization Name] and [Recipient's Company/Organization Name] dated [Date of Agreement].

The dispute arises from [briefly describe the nature of the dispute]. In compliance with the provisions of the agreement, I hereby request the appointment of an arbitrator and seek to resolve this matter as stipulated.

Attached are copies of the relevant documents related to this dispute for your review. Please confirm receipt of this letter and the initiation of the arbitration process.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]