

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

[Receiving Party's Name]
[Receiving Party's Title]
[Receiving Party's Company]
[Receiving Party's Address]
[City, State, Zip Code]

Subject: Initiation of Arbitration Process

Dear [Receiving Party's Name],

I am writing to formally initiate the arbitration process as stipulated in our agreement dated [date of agreement]. This correspondence serves as notice of my intent to resolve our dispute regarding [brief description of the dispute].

As outlined in our agreement, I propose that the arbitration be conducted in accordance with the [arbitration rules, e.g., AAA, ICC], and I suggest that we appoint [name of proposed arbitrator] as the arbitrator for this matter.

Please respond by [date] to confirm your agreement with my proposal or to suggest alternatives. I look forward to your prompt reply so that we may expedite this process.

Thank you for your attention to this matter.

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