

Notice of Arbitration

Date: [Insert Date]

[Claimant's Name]
[Claimant's Address]
[City, State, Zip Code]

[Respondent's Name]
[Respondent's Address]
[City, State, Zip Code]

Dear [Respondent's Name],

We hereby formally give notice of our intention to commence arbitration concerning the dispute arising from [brief description of the dispute]. This notice is issued in accordance with the arbitration clause contained in our agreement dated [insert date].

The details of the arbitration are as follows:

- **Nature of the Dispute:** [Insert description]
- **Arbitrator:** [Insert name of chosen arbitrator]
- **Arbitration Location:** [Insert location]
- **Proposed Date of Hearing:** [Insert date]

Please take notice that we expect your cooperation in this matter and request that you respond by [insert deadline for response].

Thank you for your attention to this matter.

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