

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

NOTICE OF ARBITRATION

Dear [Recipient's Name],

This letter serves as a formal Notice of Arbitration under the [specify arbitration rules/contract name] concerning the dispute arising from [brief description of the dispute].

We wish to notify you that we are initiating arbitration and hereby request the appointment of an arbitrator as per the terms outlined in our agreement dated [date of agreement].

The details of the dispute are as follows:

- Parties involved: [Your Name] and [Recipient's Name]
- Nature of the dispute: [brief description]
- Relevant contractual provisions: [brief description]

Please direct all communications regarding this matter to our attorney:

[Attorney's Name]

[Attorney's Firm]

[Attorney's Address]

[Attorney's Email]

[Attorney's Phone Number]

We hope to resolve this matter amicably, but we are prepared to proceed with arbitration if necessary.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name, if applicable]