

Request to Initiate Arbitration

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

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

Dear [Arbitration Organization],

Subject: Request to Initiate Arbitration

I am writing to formally request the initiation of arbitration in relation to a dispute between [Party A] and [Party B]. The details of the dispute are as follows:

Parties Involved:

- Claimant: [Your Name/Organization Name]
- Respondent: [Other Party Name/Organization]

Date of Dispute: [Date of Occurrence]

Narrative of the Dispute:

[Briefly describe the nature of the dispute, including relevant facts, agreements, and any prior attempts to resolve the issue.]

We have exhausted all avenues for resolution and now seek arbitration as outlined in our agreement dated [Date of Agreement]. Please confirm receipt of this request and provide us with the next steps in the arbitration process.

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

Sincerely,
[Your Name]
[Your Title/Position, if applicable]