

# Formal Proposal for Dispute Arbitration

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

## **Subject: Formal Proposal for Dispute Arbitration**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose arbitration to resolve the dispute that has arisen between us regarding [briefly describe the nature of the dispute]. We believe that arbitration would be a constructive method for resolving this issue in a timely and efficient manner.

In accordance with our agreement dated [insert date of the agreement], we suggest the following terms for the arbitration process:

- Appointment of a neutral arbitrator: [propose potential arbitrators or the chosen arbitration institution]
- Timeline for arbitration: [propose a schedule for hearings and submissions]
- Location of arbitration: [suggest suitable location]
- Confidentiality terms: [outline any confidentiality concerns or stipulations]

We believe that through arbitration, we can reach a resolution that is fair and satisfactory to both parties involved. Please review this proposal and let us know your thoughts by [insert a specific date for response].

Thank you for your attention to this matter. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]