

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Arbitration Dispute Resolution Proposal

Dear [Recipient's Name],

I am writing to formally request an arbitration proposal regarding the dispute between [Parties Involved] arising from [Brief Description of Dispute]. As per our initial communications and the terms outlined in [Contract/Agreement Name], we believe that arbitration is the most effective means to resolve this matter.

We propose the following terms for the arbitration process:

- Arbitrator(s): [Proposed Arbitrator(s) Name(s) if any]
- Location: [Preferred Location]
- Date: [Proposed Date]
- Scope of Arbitration: [Brief Description of Issues to be Arbitrated]

We hope to find an amicable resolution through arbitration and believe this process will provide a fair platform for both parties. Please let us know your willingness to participate in this proposed arbitration process by [Response Deadline Date].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]