

# Invitation to Arbitration Meeting

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally invite you to an arbitration meeting concerning the ongoing business dispute between [Your Company Name] and [Recipient's Company Name]. The details of the meeting are as follows:

**Date:** [Insert Meeting Date]

**Time:** [Insert Meeting Time]

**Location:** [Insert Meeting Location]

The purpose of this meeting is to discuss and resolve the issues at hand in a collaborative environment with the help of an arbitrator. Your participation is essential to facilitate a speedy resolution.

Please confirm your attendance by [Insert Confirmation Deadline]. Should you have any questions or require further information, feel free to reach out to us.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]