

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Invitation to Arbitration Meeting

Dear [Recipient's Name],

We are writing to formally invite you to an arbitration meeting concerning the ongoing issues related to the construction project at [Project Location/Name]. This meeting is scheduled for [Date] at [Time], to be held at [Location].

The purpose of this meeting is to discuss the unresolved matters that have arisen, including [Briefly describe the issues]. We believe that this arbitration process will allow us to reach a fair resolution.

Please confirm your attendance by [RSVP Deadline]. Should you have any questions or require further details, do not hesitate to contact us.

We look forward to your prompt response and hope to resolve the issues amicably during this meeting.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]