

# Arbitration Meeting Invitation

Date: [Insert Date]

To:

[Consumer Name]

[Consumer Address]

[City, State, Zip Code]

Dear [Consumer Name],

We are reaching out to invite you to an arbitration meeting regarding your recent complaint with [Company Name]. This meeting aims to resolve the issues you have raised in a fair and impartial manner.

Date of Arbitration Meeting: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Virtual Meeting Link: [Insert Link if applicable]

Please confirm your attendance by [Insert Confirmation Deadline]. If you have any documents or evidence related to your complaint, we kindly ask you to bring them to the meeting.

We appreciate your cooperation and look forward to resolving this matter amicably.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]