

# Invitation to Arbitration Meeting

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]

Dear [Recipient's Name],

We hereby invite you to attend an arbitration meeting to discuss the ongoing trade conflict between [Your Company] and [Recipient's Company]. The details of the meeting are as follows:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

**Proposed Agenda:**

- Opening Remarks
- Overview of the Dispute
- Presentation of Evidence
- Discussion and Negotiation
- Conclusion and Next Steps

Please confirm your attendance by [RSVP Date]. We believe that your participation will be vital in reaching a mutually beneficial resolution.

Thank you, and we look forward to your response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]