

Letter of Commencement of Mandatory Arbitration Action

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Commencement of Mandatory Arbitration

Dear [Recipient's Name],

I am writing to formally notify you that I am initiating arbitration pursuant to the arbitration agreement outlined in our contract dated [contract date]. The nature of the dispute involves [brief description of the dispute].

According to the terms of our agreement, I am requesting that we proceed with arbitration under the rules of [specify arbitration organization or rules, if applicable]. I propose that we select an arbitrator or an arbitration panel within the next [specify time frame, e.g., 30 days] to address this matter.

Please confirm your acceptance of this arbitration notice, and let me know your availability for discussing the selection of an arbitrator.

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

Sincerely,

[Your Name]