

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Initiation of Arbitration under Contract**

Dear [Recipient's Name],

I am writing to formally initiate arbitration pursuant to the dispute resolution clause of our contract dated [Contract Date] (the "Contract"). This letter serves as the necessary notice to move forward with arbitration in accordance with the terms outlined in our agreement.

The nature of the dispute involves [brief description of the dispute]. Despite our attempts to resolve the matter amicably, we have been unable to reach a satisfactory resolution.

As such, I propose that we select an arbitrator in compliance with the procedures set forth in the Contract. Please respond at your earliest convenience to confirm the acceptance of this arbitration notice and to discuss the next steps regarding the selection of an arbitrator.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]