

Formal Request for Arbitration

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request arbitration under the terms of our agreement dated [Insert Agreement Date]. As per Section [Insert Section Number] of our contract, this letter serves as my notification regarding the dispute that has arisen between us.

The nature of the dispute is as follows: [Briefly describe the nature of the dispute]. Despite our efforts to resolve this matter amicably, we have been unable to reach a satisfactory resolution.

Therefore, I am requesting the appointment of an arbitrator to resolve this dispute in accordance with the arbitration clause stipulated in our agreement. Please provide confirmation of your acknowledgment of this request and suggestions for potential arbitrators at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Title, if applicable]