

# Initiation of Mandatory Arbitration Case

Date: [Insert Date]

To: [Arbitration Administrator's Name]

[Arbitration Institution's Name]

[Arbitration Institution's Address]

[City, State, Zip Code]

Dear [Arbitration Administrator's Name],

We are writing to formally initiate mandatory arbitration in the matter of [Brief Description of the Dispute], as stipulated in the arbitration agreement between the parties dated [Date of Agreement].

Parties Involved:

- Claimant: [Claimant's Name, Address, Contact Information]
- Respondent: [Respondent's Name, Address, Contact Information]

The nature of the dispute involves [Detailed Description of the Dispute]. We believe that arbitration is appropriate as per the agreed terms and conditions.

Attached are the following documents:

- Copy of the arbitration agreement
- Statement of claims
- Any relevant supporting documentation

We request that you schedule a preliminary conference at your earliest convenience. Please let us know of the available dates and any further information you may require.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[Your Contact Information]