

Letter of Initiation of Mandatory Arbitration Process

Date: [Insert Date]

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

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

Dear [Recipient's Name],

This letter serves as formal notice regarding the initiation of the mandatory arbitration process pursuant to our agreement dated [Insert Agreement Date]. As per the provisions outlined in Section [Insert Section Number] of the agreement, we are required to resolve our disputes through binding arbitration.

Details of the dispute are as follows:

- Nature of the Dispute: [Brief Description]
- Date of Incident: [Insert Date]
- Relevant Agreement Section: [Insert Section]

In accordance with the arbitration agreement, I hereby request that you select an arbitrator from the list provided in our contract within [insert number] days of receipt of this letter. Please confirm your agreement to proceed with arbitration and inform me of your chosen arbitrator.

If you have any questions or need further clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name (if applicable)]