

Mandatory Arbitration Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notification regarding the mandatory arbitration clause included in our agreement dated [Insert Date of Agreement]. As per the terms outlined, any disputes arising between us will be resolved through arbitration rather than in a court of law.

Please take note of the following details regarding the arbitration process:

- Arbitration will be conducted in accordance with the rules of [Insert Arbitration Organization],
- The appointed arbitrator will be [Insert Arbitrator's Name or Process for Selection],
- All parties will share equally in the costs associated with the arbitration.

If you have any questions regarding this process, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]