

# Notice of Mandatory Arbitration Proceedings

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Notice of Mandatory Arbitration**

Dear [Recipient Name],

This letter serves as formal notice that we are initiating mandatory arbitration proceedings in accordance with the arbitration agreement entered into on [Date of Agreement].

The matter to be arbitrated concerns [brief description of the issue].

Please be advised that the arbitration will be conducted in accordance with [Arbitration Rules or Organization], and a hearing has been scheduled for [Date and Time] at [Location].

Kindly confirm your participation and provide any relevant documentation by [Response Deadline]. Failure to respond may result in a default decision.

If you have any questions or require further information, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]