

# Arbitration Proceedings Notification

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as formal notification of the initiation of arbitration proceedings regarding the partnership disagreement between [Your Company Name] and [Recipient's Company Name].

## Background:

As you are aware, we have encountered disputes concerning [briefly outline the issues, e.g., financial discrepancies, roles and responsibilities, etc.]. Despite our attempts to resolve these matters amicably, we have been unable to reach a satisfactory agreement.

## Arbitration Details:

We propose to initiate arbitration in accordance with the guidelines set forth in our partnership agreement, specifically Section [insert section number]. We suggest appointing [Arbitrator's Name or Arbitration Institution] to facilitate this process.

## Next Steps:

Please confirm your acceptance of this proposal by [insert deadline]. Should you wish to discuss this further or suggest alternative arrangements, do not hesitate to contact me directly at the information provided above.

We appreciate your attention to this matter and hope for a prompt resolution.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]