

# Letter of Authorization for Arbitration Involvement

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], hereby authorize [Arbitrator's Name or Organization] to act on my behalf in all matters related to the arbitration process involving [specific issue or case description]. This authorization includes, but is not limited to, the right to submit and respond to documents, attend hearings, and make decisions regarding the course of arbitration.

This authorization is effective as of [Start Date] and will remain in place until the conclusion of the arbitration process, unless revoked in writing prior to that time.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]