

Delegation Letter for Arbitration Participation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Name], in my capacity as [Your Position] of [Your Company], hereby delegate [Delegate Name], [Delegate Position] of [Delegate Company/Department], to represent me and act on behalf of [Your Company] during the arbitration proceedings scheduled for [Date of Arbitration] at [Location of Arbitration].

[Delegate Name] is fully authorized to make decisions and take actions in the best interests of our organization throughout the arbitration process.

Please extend all necessary courtesies and cooperation to [Delegate Name] during this period.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]