

Payment Dispute Escalation to Arbitration

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally escalate the payment dispute regarding invoice #[Invoice Number], dated [Invoice Date], to arbitration as per the terms outlined in our agreement.

Despite multiple attempts to resolve this matter directly, the payment of [Amount] remains outstanding. The following correspondence has taken place:

- [Date]: [Summary of communication]
- [Date]: [Summary of communication]
- [Date]: [Summary of communication]

As per our agreement, I am initiating arbitration to settle this dispute. I kindly ask you to respond to this letter by [Response Deadline] with your availability for arbitration proceedings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]