

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Arbitration Scheduling Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the scheduling of our arbitration proceedings regarding [brief description of the matter]. As per our previous discussions and agreements, we believe it is essential to proceed with the arbitration at the earliest convenience.

We would like to propose the following dates for the arbitration sessions:

- [Proposed Date 1]
- [Proposed Date 2]
- [Proposed Date 3]

If none of these dates are suitable, please feel free to suggest alternative dates that would work better for your schedule. We appreciate your cooperation and look forward to resolving this matter efficiently.

Thank you for your attention to this request. Please confirm receipt and let us know your availability at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]