

Arbitration Submission Guidelines

Date: [Insert Date]

To: [Arbitration Authority/Recipient Name]

From: [Your Name/Your Company Name]

Subject: Submission of Arbitration Request

Dear [Recipient Name or Title],

We hereby formally submit our request for arbitration in accordance with the guidelines set forth in [Reference to applicable arbitration rules].

Parties Involved

Claimant: [Claimant Name & Contact Information]

Respondent: [Respondent Name & Contact Information]

Nature of Dispute

[Briefly describe the nature of the dispute and relevant background information.]

Relief Sought

[Detail the specific relief or remedies being sought through arbitration.]

Submission Documentation

Enclosed, please find the following documents in support of our submission:

- [Document 1]
- [Document 2]
- [Document 3]

Conclusion

We respectfully request that this arbitration proceed in accordance with the established guidelines and look forward to your prompt attention to this matter.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]