

Letter of Arbitration Procedures

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Address]
[Insert City, State, Zip Code]

Subject: Notice of Arbitration Procedures

Dear [Recipient Name],

We refer to the contractual agreement dated [Insert Contract Date] between [Your Company Name] and [Recipient Company Name]. As per the terms outlined in Clause [Insert Clause Number] regarding dispute resolution, we wish to initiate arbitration concerning the ongoing conflict related to [Briefly Describe the Conflict].

The arbitration will be conducted in accordance with the rules set forth by [Insert Arbitration Institution or Rules, e.g., AAA, ICC] and will take place at [Insert Location]. We propose the following procedures:

1. **Appointment of Arbitrators:** Each party shall appoint one arbitrator, and the two arbitrators shall select a third arbitrator.
2. **Timeline for Submission:** Both parties must submit their statements of claim and defense by [Insert Due Dates].
3. **Hearing Date:** The arbitration hearing is proposed to be held on [Insert Proposed Hearing Date].
4. **Confidentiality:** Both parties agree that all proceedings and documents shall remain confidential unless disclosure is required by law.

Please confirm your acceptance of these procedures or provide any amendments by [Insert Deadline for Response]. We hope to resolve this matter amicably and efficiently.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]