

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Dispute Notification for Arbitration Request

Dear [Recipient Name],

I am writing to formally notify you of a dispute arising under our agreement dated [date of agreement]. The nature of the dispute involves [brief description of the dispute]. Despite our efforts to resolve this matter amicably, we have been unable to reach a satisfactory resolution.

As per the arbitration clause outlined in our agreement, I hereby request the initiation of arbitration proceedings to resolve this dispute. Please consider this letter as my formal request for arbitration.

I propose that we select an arbitrator from [arbitration service/s], and I am open to discussing suitable dates for the arbitration hearing.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]