

# Notice of Intent to Arbitrate

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice of our intent to arbitrate project-related disputes arising from [Project Name or Description] under the terms of the [Mention Relevant Agreement/Contract].

As we have previously discussed, we believe that certain issues concerning [Briefly Describe the Dispute or Issue] have not been resolved satisfactorily despite our best efforts for amicable resolution.

In accordance with the arbitration provisions outlined in our agreement, we hereby request that the disputes be submitted to binding arbitration. We suggest [Proposed Arbitrator or Arbitration Service] as the appropriate forum for this matter.

Please confirm your receipt of this notice and your availability for the initial discussions regarding the arbitration process.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]