

Response to Arbitration Notice

Date: [Insert Date]

To: [Arbitrator's Name]

[Arbitrator's Address]

From: [Your Name]

[Your Address]

[Your Contact Information]

Subject: Response to Arbitration Notice - [Project Name/Dispute ID]

Dear [Arbitrator's Name],

We acknowledge receipt of your arbitration notice dated [Insert Date] regarding the dispute related to [Project Name/Location]. We understand the concerns raised and intend to respond formally.

After reviewing the notice, we hereby submit our response as follows:

1. Position on the dispute: [Summarize your position]
2. Supporting evidence: [List relevant documents/evidence]
3. Proposed resolutions: [Outline any proposed solutions or agreements]

We are committed to resolving this matter amicably and hope to reach a mutually agreeable solution.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]