

Arbitration Request Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request arbitration for the dispute that has arisen between [Your Name/Your Company] and [Recipient Name/Recipient's Company] regarding [briefly describe the nature of the dispute]. Despite our efforts to resolve this issue amicably through direct communication, we have been unable to reach a satisfactory resolution.

As per the arbitration agreement outlined in our contract dated [insert contract date], I am invoking the arbitration clause and request that we proceed with [name of arbitration organization, if applicable] to initiate the process. I believe that arbitration is the best method to resolve this matter efficiently and fairly.

Please confirm your acceptance of arbitration and provide any necessary information to proceed with the process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]