

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

[Date]

[Arbitrator's Name]
[Arbitrator's Address]
[City, State, Zip Code]

Subject: Commencement of Arbitration Process

Dear [Arbitrator's Name],

I am writing to formally commence the arbitration process as outlined in [reference to contract or agreement, e.g., "Section 5 of the Service Agreement dated January 1, 2023"] between [Party A Name] and [Party B Name]. This letter serves to notify you that a dispute has arisen regarding [briefly describe the nature of the dispute].

In accordance with the agreed terms, we request that you serve as the arbitrator for this matter. We believe that your expertise will provide a fair and impartial resolution.

Please find enclosed the required documents, including a statement of the dispute and any relevant evidence.

We appreciate your prompt attention to this matter and look forward to your confirmation of acceptance as the arbitrator.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name, if applicable]