

# Notice to Initiate Arbitration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice to Initiate Arbitration

I am writing to formally notify you of my intention to initiate arbitration as per the arbitration clause outlined in our contract dated [Insert Contract Date].

The dispute arises from [briefly describe the nature of the dispute]. In accordance with the agreed-upon procedures, I propose that we select an impartial arbitrator within the next [Insert Time Frame, e.g., 30 days] in order to resolve this matter efficiently.

Please confirm your acceptance of this arbitration process and provide any suggested arbitrators by [Insert Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]