

# Notification of Arbitration Intent

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We are writing to formally notify you of our intent to initiate arbitration pursuant to the arbitration agreement dated [Insert Date]. This decision is in response to [briefly describe the issue or dispute].

We believe that arbitration is the most appropriate means to resolve the matter efficiently and equitably. We propose to appoint [insert proposed arbitrator or arbitration service, if applicable] to facilitate the process. We request that you confirm your agreement to this approach or suggest an alternative within [insert timeframe].

Please consider this letter as the formal initiation of arbitration proceedings. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]