

# Letter for Arbitration Clause Enforcement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Enforcement of Arbitration Clause

I am writing to formally notify you of my intent to enforce the arbitration clause outlined in our employment agreement dated [Insert Date]. As per our agreement, any disputes arising from our employment relationship, including but not limited to termination, discrimination, or wage issues, are to be resolved through binding arbitration.

As we have encountered a dispute regarding [briefly describe the nature of the dispute], I request that we proceed with arbitration in accordance with the agreed terms. Please provide the necessary details and procedures to initiate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]