

# Letter of Arbitration Clause Enforcement

**[Your Name]**  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient Name]**  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Enforcement of Arbitration Clause in Construction Contract

I am writing to formally notify you regarding the arbitration clause contained in our construction contract dated [Contract Date], specifically Paragraph [Number of Arbitration Clause]. As per the agreement, any disputes arising from the execution of this contract shall be resolved through binding arbitration.

We have encountered a dispute related to [briefly describe nature of the dispute], and we believe it is necessary to invoke the arbitration clause to resolve this matter promptly and effectively.

We propose to initiate arbitration proceedings in accordance with the rules of [Arbitration Institution or Rules] and would appreciate your cooperation in taking the necessary steps to ensure a smooth arbitration process. Please confirm your receipt of this letter and your intent to proceed with arbitration by [Response Deadline].

Thank you for your attention to this matter. We look forward to your timely response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]