

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

[Recipient Name]
[Recipient Title]
[Franchise Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally invoke the arbitration clause as stipulated in our franchise agreement dated [Date of Agreement]. As per Section [Section Number], any disputes arising out of or related to our agreement should be resolved through binding arbitration.

On [Date of Issue], a dispute arose regarding [Brief Description of Dispute]. In accordance with the arbitration clause, I request that we proceed with the arbitration process. Please confirm receipt of this letter and your willingness to participate in the arbitration.

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

Sincerely,
[Your Name]
[Your Title]