

Letter of Arbitration Clause Enforcement

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Enforcement of Arbitration Clause

We refer to our contract dated [Insert Contract Date] regarding [Brief Description of the Agreement], which contains an arbitration clause as outlined herein:

"Any dispute arising out of or in connection with this contract shall be referred to and finally resolved by arbitration in accordance with the rules of [Insert Institution or Rules] in [Insert Location]. The language of the arbitration shall be [Insert Language]."

We are writing to formally invoke this arbitration clause due to [Briefly Explain the Dispute]. We believe that arbitration is the appropriate mechanism for resolving this matter swiftly and effectively.

Please confirm your acceptance of this arbitration process and provide us with your preferred appointment of arbitrators within [Insert Time Frame]. We hope to address this matter amicably and look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]