

Letter of Arbitration Initiation

Date: [Insert Date]

To:

[Arbitration Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear Sir/Madam,

We, [Claimant Name], with registered office at [Claimant Address], hereby formally initiate arbitration proceedings against [Respondent Name], with registered office at [Respondent Address], under the rules of [Arbitration Rules].

This letter serves as our notice of arbitration pursuant to Clause [X] of the relevant contract dated [Contract Date], concerning [Brief Description of Dispute]. The parties have agreed to resolve any disputes arising from this contract through arbitration.

The issue at hand involves [Brief Description of Issues in Dispute]. We are seeking the following relief: [Specify Relief Sought].

Attached to this letter, please find the following documents:

- Notice of Dispute
- Copy of the relevant contract
- Any other relevant documentation

We propose [Insert Proposed Arbitrator Name] as the arbitrator for this matter, but we are open to further discussions regarding the appointment.

We request that the arbitration proceedings be commenced as soon as possible. Please confirm receipt of this letter and notify us of the next steps.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Claimant Company Name]

[Contact Information]