

Adjustment Request for Arbitration Timetable

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Arbitration Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the timetable set for the arbitration proceedings in the matter concerning [Case Name/Number].

Due to [briefly explain reason for request, e.g., unforeseen circumstances, scheduling conflict], I believe that an adjustment to the timelines may be necessary to ensure a fair and thorough process for all parties involved.

I would like to propose the following adjustments:

- [Proposed new date for submission of documents]
- [Proposed new date for hearings]

I appreciate your consideration of this request and am open to discussing alternative solutions that may accommodate the schedule of all parties. Please let me know a convenient time for us to discuss this matter further.

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

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]