

# Confirmation of Arbitration Hearing Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the schedule for the arbitration hearing regarding [insert brief description of the dispute]. The details are as follows:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please ensure that you arrive at the venue at least [Insert Time] prior to the scheduled start time. Should you have any questions or need further assistance, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]