

Follow-Up on Arbitration Schedule Confirmation

Dear [Arbitrator's Name],

I hope this message finds you well. I am writing to follow up regarding the arbitration scheduled for [date] at [time]. We are eager to confirm the details and ensure that all parties are prepared for the proceedings.

Could you please confirm if the schedule remains as previously discussed? Additionally, if there are any specific requirements or documentation needed from our side prior to the arbitration, kindly let us know.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]