

# Notification of International Arbitration Session

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to notify you of the upcoming session for the international arbitration concerning [Brief Description of the Dispute]. This session has been scheduled as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or specify if it will be virtual]

Please confirm your availability for this session by [Insert Deadline for Confirmation]. Should you have any questions or require further information, feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]