

Reminder for Upcoming International Arbitration Hearing

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Reminder of International Arbitration Hearing Scheduled for [Date]

Dear [Recipient Name],

This is a friendly reminder regarding the upcoming international arbitration hearing scheduled for [insert date and time]. The hearing will take place at [insert location], and it is crucial for all parties to be present.

Please ensure that you have prepared all necessary documents and materials for the hearing. Should you have any questions or require further clarification, feel free to reach out at your earliest convenience.

Thank you for your attention to this matter. We look forward to your participation in the hearing.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]