

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally request confirmation of the date for the upcoming international arbitration proceedings related to [briefly describe the dispute or case].

As per our previous communications and the arbitration agreement dated [insert date], we would like to ensure that all parties are adequately prepared and available for the scheduled date.

We appreciate your attention to this matter and kindly request confirmation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]