

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Rescheduling of International Arbitration Proceedings

I hope this letter finds you well. I am writing to formally request the rescheduling of the upcoming international arbitration proceedings originally set for [Original Date] due to [reason for rescheduling].

We propose to move the proceedings to [Proposed New Date] at [Proposed Time] in [Proposed Location/Platform]. We believe this change will allow all parties to prepare adequately and ensure a more efficient process.

We appreciate your understanding and cooperation in this matter. Please let us know your availability for the proposed date or suggest an alternative that may work better for your schedule.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]