

Arbitration Notification of Settlement Discussions

Date: [Insert Date]

[Party A's Name]

[Party A's Address]

[City, State, Zip Code]

[Party B's Name]

[Party B's Address]

[City, State, Zip Code]

Dear [Party B's Name],

We are writing to formally notify you regarding the initiation of arbitration proceedings related to the dispute between [Party A] and [Party B], as per the agreement dated [insert date].

In light of the potential for resolution, we would like to propose that both parties engage in settlement discussions before proceeding further with arbitration. We believe that this collaborative approach could lead to a mutually beneficial outcome.

Please let us know your availability for a discussion at your earliest convenience. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]