

Arbitration Notification for Initial Hearing

Date: [Insert Date]

[Claimant's Name]

[Claimant's Address]

[Claimant's City, State, Zip Code]

[Respondent's Name]

[Respondent's Address]

[Respondent's City, State, Zip Code]

Dear [Respondent's Name],

This letter serves as a formal notification regarding the arbitration proceedings related to the dispute between [Claimant's Name] and [Respondent's Name]. The initial hearing is scheduled as follows:

Date: [Insert Hearing Date]

Time: [Insert Hearing Time]

Location: [Insert Hearing Location]

Please be advised that your attendance is required, and you may present your evidence and arguments at this hearing. If you require any adjustments or have any queries regarding this process, do not hesitate to reach out to our office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]