

Arbitration Notification for Pre-Hearing Conference

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Subject: Notification of Pre-Hearing Conference

Dear [Insert Recipient's Name],

This letter serves as formal notification of the pre-hearing conference related to the arbitration case between [Insert Claimant's Name] and [Insert Respondent's Name], under the arbitration agreement dated [Insert Date of Arbitration Agreement].

The pre-hearing conference is scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

During this conference, we will discuss the following:

- Procedural matters
- Discovery issues
- Exhibit and witness lists
- Any other relevant matters

Please confirm your attendance at your earliest convenience. If you have any questions or require further information, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]