

Notice of Evidence Submission for Arbitration

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to notify you regarding the upcoming arbitration concerning [Insert Case Details]. In preparation for the scheduled arbitration hearing, we kindly request that you submit your evidence to our office.

The deadline for the submission of evidence is [Insert Deadline Date]. Please ensure that all documentation is complete and provided in the required format as specified in the arbitration rules.

If you have any questions regarding the submission process or the types of evidence needed, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]