

# Arbitration Notification for Witness Selection

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Notification of Witness Selection for Arbitration**

Dear [Recipient's Name],

This letter serves as a formal notification regarding the selection of witnesses for the upcoming arbitration scheduled on [Insert Date] at [Insert Location]. In accordance with the arbitration agreement, both parties are entitled to select witnesses to present evidence relevant to the case.

We request that you provide us with a list of your selected witnesses by [Insert Deadline]. Additionally, please confirm the availability of these witnesses on the scheduled date of arbitration to ensure a smooth process.

Should you have any questions or require further information, please do not hesitate to contact me at the information provided above.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]