

# Arbitration Agreement Approval for Settlement Discussions

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Address]  
[Insert City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm our mutual agreement to engage in settlement discussions regarding the arbitration matter referenced as [Insert Case Number/Reference]. After careful consideration, we believe that a constructive dialogue may serve both parties' interests.

We propose to follow the guidelines set forth in our arbitration agreement dated [Insert Date of Arbitration Agreement]. This will include:

- Confidentiality of discussions
- Informal negotiation process
- Timeframe for discussions

Please indicate your acceptance of this proposal by signing below and returning a copy to us by [Insert Return Date]. We look forward to collaborating towards a resolution.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]

Accepted By:

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Signature]  
[Date]