

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Arbitrator's Name]

[Arbitrator's Address]

[City, State, Zip Code]

Dear [Arbitrator's Name],

Subject: Appointment as Arbitrator in [Brief Description of Dispute]

We are pleased to inform you that you have been appointed as the arbitrator in the dispute between [Party A] and [Party B], which relates to [brief details of the dispute].

Your appointment is pursuant to the arbitration clause in the contract dated [insert date of agreement], and in accordance with the rules of [Name of Arbitration Institution]. We trust your expertise and impartiality will guide this arbitration process.

Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]