

Arbitration Claim Submission

Date: [Insert Date]

To:

[Arbitration Institution Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Country]

From:

[Claimant's Name]

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Country]

Email: [Email Address]

Phone: [Phone Number]

Re: Submission of Arbitration Claim

Dear [Arbitration Institution],

We hereby submit our claim for arbitration pursuant to the arbitration agreement contained in the cross-border contract between [Claimant's Company Name] and [Respondent's Company Name], dated [Contract Date].

Parties Involved:

Claimant: [Claimant's Company Name]

Respondent: [Respondent's Company Name]

Brief Description of Dispute:

[Provide a brief description of the nature of the dispute, including relevant facts]

Relief Sought:

[Describe the specific relief or remedy that you are seeking]

Documents Attached:

- [Document 1 Name]
- [Document 2 Name]
- [Document 3 Name]

We trust that this matter will be handled with the utmost care and look forward to your response.

Thank you.

Sincerely,
[Claimant's Name]
[Title]
[Company Name]