

# Arbitration Request Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request arbitration in accordance with the arbitration agreement dated [Insert Date of Agreement] regarding the dispute between [Your Company/Your Name] and [Other Party's Company/Name].

The nature of the dispute involves [briefly describe the nature of the dispute, e.g., contract breach, payment issues, etc.]. This matter has not been resolved through previous communications, and we believe arbitration is the most appropriate means to resolve these issues.

As per the terms of our agreement, I propose that we select an arbitrator from the list provided by [Arbitration Institution, if applicable] and suggest setting a preliminary meeting on or around [Proposed Date] to discuss the process.

We aim to resolve this matter efficiently and amicably, and I look forward to your prompt response regarding the proposed arbitrator selection and scheduling of the initial meeting.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company Name, if applicable]