

Notice of Foreign Arbitration Proceedings

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]

Dear [Recipient's Name],

We hereby provide you notice that pursuant to the arbitration agreement dated [Insert Date of Agreement], we intend to initiate arbitration proceedings before [Name of Arbitration Institution] in [Location of Arbitration] regarding [Brief Description of Dispute].

The arbitration proceedings will be conducted in accordance with the rules of [Specify Rules], and we will be appointing [Name of Arbitrator] as our arbitrator.

Please respond within [Insert Time Frame] should you wish to discuss this matter further, or if you have any preliminary objections to the initiation of these proceedings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]