[Date]

[Party A Name]
[Address Line 1]
[City, State, Zip Code]

[Party B Name]
[Address Line 1]
[City, State, Zip Code]

Re: Engagement for Binding Arbitration - [Case Name/Reference Number]

Dear [Party A] and [Party B],

This letter confirms the engagement of [Arbitrator Name] to serve as the arbitrator in the matter of [Description of Dispute]. This arbitration shall be final and binding upon all parties involved.

1. Scope of Services
The Arbitrator will conduct hearings, review evidence, and issue a written final award resolving all submitted claims. The proceedings will be governed by [State Law / Arbitration Association Rules].

2. Fees and Expenses
The hourly rate for the Arbitrator is $[Amount]. A retainer of $[Amount] is required prior to the commencement of proceedings, to be split equally between the parties unless otherwise agreed. Parties are responsible for additional costs including room rentals and transcript fees.

3. Neutrality and Disclosure
The Arbitrator acts as an impartial neutral. By signing this agreement, the parties acknowledge they have been informed of any potential conflicts of interest and waive any objections thereto.

4. Confidentiality
All aspects of the arbitration, including testimony, documents produced, and the final award, shall remain confidential to the extent permitted by law.

5. Ex Parte Communication
There shall be no direct communication between any party and the Arbitrator regarding the merits of the case without the presence of the other party.

Please indicate your acceptance of these terms by signing below.

Sincerely,

_____
[Arbitrator Signature]

Agreed and Accepted:

_____ Date: _____
[Representative for Party A]

_____ Date: _____
[Representative for Party B]