

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

[Date]

[Recipient Name/Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE BINDING ARBITRATION

Dear [Recipient Name],

This letter serves as formal notice regarding the unresolved dispute between [Your Name/Company] and [Recipient Name/Company] concerning [Description of Dispute/Contract Reference Date].

Despite previous attempts to resolve this matter through informal negotiations, a resolution has not been reached. Therefore, pursuant to Section [Clause Number] of the [Agreement/Contract Name] signed on [Date], I am hereby invoking the Binding Arbitration and Dispute Resolution clause.

Proposed Terms for Arbitration:

- **Arbitration Body:** [e.g., American Arbitration Association (AAA) / JAMS / Other]
- **Location:** [City, State]
- **Arbitrator Selection:** [Propose a name or describe the selection process]

I am prepared to settle this matter in good faith through the arbitration process. Please provide your written response within [Number] business days to confirm your participation and to discuss the selection of a neutral arbitrator.

Failure to respond or participate in accordance with our contract may result in further legal action to compel arbitration or seek other remedies available under the law.

Sincerely,

[Your Signature]

[Your Printed Name]