

[Date]

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

RE: Notice of Arbitration Outcome and Case Status Update

Case Number: [Insert Case Number]

Matter: [Insert Matter Name/Description]

Dear [Recipient Name],

This letter is to formally notify you of the outcome regarding the arbitration proceedings held on [Date of Hearing] before [Name of Arbitrator/Tribunal].

1. The Decision

The arbitrator has issued a final award. The ruling is as follows:
[Briefly summarize the decision, e.g., The claim was sustained/denied in the amount of \$XXX.XX].

2. Status of the Case

As a result of this decision, the status of this matter is now: [Active/Closed/Pending Appeal].

3. Required Actions

Pursuant to the arbitrator's instructions, the following actions must be completed by [Deadline Date]:

- [Action Item 1]
- [Action Item 2]

4. Next Steps

[Explain any post-award procedures, such as payment processing, filing of final documents, or rights to challenge the award].

A full copy of the arbitrator's written award is enclosed for your records. If you have any questions regarding this outcome, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Organization]

Enclosure: [List enclosed documents, e.g., Final Arbitration Award]