

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Arbitrator Name]
[Organization/Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Letter of Instruction for Appointment as Arbitrator

Case Name: [Claimant Name] v. [Respondent Name]

Matter/Reference No: [Reference Number]

Dear [Arbitrator Last Name],

This letter serves as formal instruction regarding your appointment as the [Sole Arbitrator / Party-Appointed Arbitrator / Chair of the Tribunal] in the above-referenced matter.

1. Scope of Appointment

You are appointed to adjudicate all disputes arising from [Name of Contract/Agreement] dated [Date], specifically concerning [Brief description of the dispute]. The arbitration shall be conducted in accordance with [Applicable Arbitration Rules, e.g., AAA, ICC, JAMS, or UNCITRAL].

2. Terms of Reference and Jurisdiction

Please find enclosed a copy of the Arbitration Agreement and the Notice of Arbitration. Your jurisdiction includes the power to determine the procedural timetable, rule on evidentiary matters, and issue a final and binding award.

3. Conflict of Interest and Disclosure

Consistent with ethical standards, please provide a signed declaration confirming your independence and impartiality. Please disclose any past or present professional or personal relationships with the parties or their legal counsel that may create a conflict of interest.

4. Administrative and Financial Arrangements

Your compensation shall be based on [Agreed Hourly Rate / Fixed Fee / Administrative Fee Schedule]. Please provide your standard terms of engagement and instructions for the payment of the initial deposit/retainer.

5. Preliminary Hearing

We request that a preliminary procedural hearing be scheduled at your earliest convenience to establish the calendar for submissions, discovery, and the final hearing.

Please acknowledge receipt of this letter and confirm your acceptance of this appointment by signing and returning the enclosed copy.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

Enclosures:

1. Copy of Arbitration Agreement
2. Notice of Arbitration / Statement of Claim
3. Declaration of Independence Form