

**Date:** [Insert Date]

**To:**

[Arbitrator Name]

[Address]

[City, State, Zip Code]

**Re: Joint Letter of Instruction - Arbitration between [Party A] and [Party B]**

Dear [Arbitrator Name],

This letter serves as a formal joint instruction from [Party A] and [Party B] (the "Parties") regarding your appointment as the sole arbitrator in the dispute concerning [Brief Description of Dispute/Contract Reference].

### **1. Scope of Work**

You are requested to determine the following issues:

[List specific issue 1]

[List specific issue 2]

[List specific issue 3]

### **2. Procedural Rules**

The arbitration shall be conducted in accordance with [Insert Rules, e.g., AAA Rules, ICC Rules, or Specific Statutory Provisions]. The seat of arbitration shall be [City/Country].

### **3. Documentation**

The Parties will provide you with a joint bundle of documents by [Date]. Each party reserves the right to submit additional evidence and written submissions according to the timetable to be agreed upon during the preliminary hearing.

### **4. Timetable**

The Parties request that a final award be rendered no later than [Date]. We suggest a preliminary case management meeting be scheduled for [Date/Time].

### **5. Fees and Expenses**

Your fees, as previously agreed, will be shared equally between the Parties in the first instance, subject to any final award regarding costs.

Please confirm your acceptance of these instructions and your availability for the proposed preliminary meeting.

Yours sincerely,

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[Name/Signature]

On behalf of [Party A]

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[Name/Signature]  
On behalf of [Party B]