

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

[Date]

[Arbitrator Name]
[Arbitration Institution, if applicable]
[Address Line 1]
[City, State, Zip Code]

Re: [Case Name/Caption]
Case Number: [Reference Number]
Subject: Application for Urgent Interim Relief

Dear [Arbitrator Name],

We represent [Claimant/Respondent Name] in the above-referenced arbitration. Pursuant to [cite applicable Arbitration Rules, e.g., AAA Rule R-38 or ICC Article 28] and [cite applicable Law/Contract Clause], we hereby submit this formal application for interim relief.

Our client seeks an immediate order for [briefly state the relief sought, e.g., an injunction to prevent the sale of assets, preservation of evidence, or a stay of certain actions].

The grounds for this request are as follows:

- **Urgency:** [Explain why the relief is needed immediately and cannot wait for a final award].
- **Irreparable Harm:** [Describe the injury that will occur if the interim relief is not granted].
- **Likelihood of Success:** [Briefly summarize the merits of the underlying claim].
- **Balance of Equities:** [Explain why the hardship to the applicant outweighs the potential prejudice to the opposing party].

In light of the urgency, we request a preliminary hearing or a conference call at your earliest convenience, but no later than [Date/Time], to discuss the schedule for briefing and a determination on this application.

We have enclosed [list supporting documents, affidavits, or evidence] in support of this request. A copy of this letter and all enclosures have been served simultaneously upon the opposing party.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Claimant/Respondent]

cc: [Opposing Counsel Name]