

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Date]

[Arbitrator Name]
[Arbitration Body, if applicable]
[Address Line 1]
[Address Line 2]

Re: [Case Name/Reference Number]
Subject: Formal Instruction for Issuance of Final Award

Dear [Arbitrator Name],

Following the conclusion of the evidentiary hearings on [Date] and the submission of the final post-hearing briefs on [Date], the parties hereby confirm that the proceedings are formally closed.

Pursuant to [Rule Number/Arbitration Agreement Clause], this letter serves as a formal instruction for the Arbitrator to proceed with the drafting and issuance of the Final Award. We request that the Final Award address the following components:

- A concise statement of the facts and the nature of the dispute;
- The specific findings of fact and conclusions of law;
- The determination of all claims and counterclaims;
- The allocation of arbitration costs, administrative fees, and legal expenses;
- The calculation of interest, if applicable.

Please notify the parties of the anticipated date for the delivery of the Final Award. We understand that per the governing rules, the award is expected within [Number] days of the close of proceedings.

Thank you for your time and adjudication of this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Counsel for Claimant/Respondent]

cc: [Opposing Counsel Name]