

[Date]

[Arbitrator Name]

[Arbitration Institution/Address]

[City, State, Zip Code]

Re: Letter of Instruction Defining Jurisdictional Scope - [Case Name/Reference Number]

Dear [Arbitrator Name],

This letter serves as a formal instruction regarding the scope of your jurisdictional authority in the above-referenced matter, as agreed upon by [Party A] and [Party B].

Pursuant to the [Arbitration Agreement/Contract Clause] dated [Date], your mandate is strictly limited to the resolution of the following specific issues:

- [Specific Issue 1]
- [Specific Issue 2]
- [Specific Issue 3]

Please note the following limitations on your jurisdiction:

1. **Substantive Scope:** You are authorized to rule only on the claims identified above. Any issues regarding [Excluded Issue/Topic] are expressly excluded from this arbitration.
2. **Remedial Authority:** Your authority to grant relief is limited to [e.g., compensatory damages only / declaratory relief], and you shall have no jurisdiction to award [e.g., punitive damages / injunctive relief].
3. **Procedural Rules:** The arbitration shall be governed by [Specific Arbitration Rules], subject to the modifications agreed upon in the [Submission Agreement/Terms of Reference].

We kindly request that you confirm your acceptance of these jurisdictional boundaries. Any award rendered outside the scope defined in this instruction may be subject to challenge under [Applicable Law/Statute].

Should you require further clarification regarding the parameters of your appointment, please contact the undersigned parties.

Sincerely,

[Signature]

[Name of Counsel/Representative for Party A]

[Signature]

[Name of Counsel/Representative for Party B]