

Date: [Insert Date]

To: [Arbitrator's Name]
[Arbitration Firm/Organization Name]
[Address]

Re: Notice of Settlement

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

Case Number: [Insert Case Number]

Dear [Arbitrator's Last Name],

We are writing to formally notify you that the parties in the above-referenced matter have reached a full and final settlement of all claims.

As a result of this settlement, the parties respectfully request that the arbitration proceedings be suspended and that any upcoming hearings or deadlines be vacated from the calendar.

The parties are currently in the process of finalizing the formal settlement agreement. We anticipate filing a joint stipulation for dismissal with prejudice by [Insert Date].

Thank you for your time and assistance in this matter.

Sincerely,

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

cc: [Opposing Counsel's Name]